

Polk County Emergency Operations Plan



May 2022

Prepared for:

Polk County
Emergency Management Department
820 Ash Street
Dallas, OR 97338

Prepared by:



WSP

333 SW Fifth Ave, Suite 608
Portland, OR 97204

Action Checklist

Immediate Action Checklist

Receiving an Incident Alert

- Direct alerts to the Emergency Manager
- If the Emergency Manager is not available, alerts send alerts to the County Administrator. Refer to the Continuity of Operations Plan (COOP) for lines of succession.
- Alerts are received by several sources such as 911 dispatch, first responders, the public, etc.
- If you are the first to hear of an incident, call 911 and provide as much detail as possible.
- See ESF-2: Communications for more information on alert and warning

Activate the Emergency Management Department as Needed

- In coordination with the on-scene Incident Commander, the Emergency Manager should determine what level of support is needed from the County for the incident. Support levels range from the Emergency Manager on stand-by to the Emergency Operations Center's (EOC) full activation.
- Identify key personnel needed to support emergency operations, including the EOC if activated.

Notify key County Personnel and Response Partners

- The Emergency Manager will notify key personnel to staff the EOC based on incident needs.
- Notify appropriate emergency response agencies.
- Emergency contact lists are maintained and available through the County Emergency Manager.

Activate the Emergency Operations Center as Needed

- **Primary EOC Location:** Emergency Management Department, 820 Ash Street, Dallas, OR 97338
- **Alternate EOC Location:** Polk County Fairgrounds, 520 S. Pacific Hwy. West, Rickreall, OR 97371
- See Section 5.4 for information on EOC operations.

Establish Communications with the On-Scene Incident Commander

- Identify primary and backup means to stay in contact with the on-scene Incident Commander (IC).
- The on-scene IC may assign a radio frequency that the EOC can use to communicate with the scene.
- See ESF-2: Communications for more information on communications systems.

Identify Incident Needs with the On-Scene Incident Commander

- Protective action measures, including evacuation and shelter-in-place
- Shelter and housing needs for displaced citizens
- Emergency public information and coordination with the media
- Provisions for Access and Functional Needs Populations and unaccompanied children
- Provisions for animals in disaster, including service animals, pets, and livestock

Action Checklist

Oregon Emergency Response System Notification and Support Requests

- Oregon Emergency Response System: 800-452-0311
- If there is an oil or chemical spill to report, call the National Response Center at 800-424-8802.

Declare a State of Emergency for the County

- If the incident overwhelms County's resources, the County will declare a "state of emergency"
- The Board of Commissioners (BOC) can make a declaration
- Submit the declaration to the Oregon Emergency Response System (OERS)
- See Section 1.7 for the disaster declaration process, and Appendix A for declaration templates.

Preface

This Emergency Operations Plan (EOP) is an all-hazard plan that describes how Polk County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, the State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework (NRF), and the Oregon Emergency Management Department (EMD).

Response to emergency or disaster conditions to maximize the public's safety and minimize property damage is the government's primary responsibility. The County's goal is to respond to such conditions in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the County has, in addition to promulgating this plan, formally adopted the National Incident Management System (NIMS) principles, including the Incident Command System (ICS) and the NRF.

Consisting of a Basic Plan, Emergency Support Function (ESF) Annexes that complement the federal and State of Oregon ESF Annexes, Support Annexes (SAs), and Incident Annexes (IAs), this EOP provides coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, state, local, tribal, community, faith-based organizations, and private-sector partners.

ESF Quicksheets were developed during the 2021 EOP update as a reference to support Polk County Emergency Management Department and ESF Lead Agencies with the EOP's implementation, accessibility, and utility. Each ESF is represented by a single Quicksheet, with the ESF title, the lead County agency responsible for that ESF, the supporting County, City, and State Agencies, the purpose of the ESF, and a summary of the primary ESF actions.

Signatory Page

To all Recipients


The Emergency Operations Plan (EOP) for Polk County was adopted on May 17, 2022. This plan supersedes any previous plans. It provides a framework within which the County can plan and perform its essential functions during a disaster or national emergency.

This EOP is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the most significant risk.


Focused on response and short-term recovery activities, this EOP provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines county agencies and departments' primary and support roles, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

This plan has been reviewed by the Emergency Manager and approved by the Polk County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the Emergency Manager of any changes that might improve or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.



Lyle Mordhorst, Commissioner Chair

Craig Pope, Commissioner

Jeremy Gordon, Commissioner

Date

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Plan Administration

The Emergency Manager will coordinate, review, revise, implement, and obtain official signatures for this plan every two years. Events to trigger changes before the two-year review period include changes that affect the plan, after an exercise or event, and after an incident when new information or changes impact the plan. The Emergency Manager can change the annexes and appendices and non-substantive changes to the Basic Plan without formal County Board of Commissioners' approval.

Record of Plan Changes

| Date | Department | Summary of Change |
|------|----------------------|---|
| 2010 | Emergency Management | Original Release |
| 2014 | Emergency Management | Update |
| 2016 | Emergency Management | Update the plan to align with the State's most recent update, including the 18 Emergency Support Function (ESF) Annex structure. |
| 2021 | Emergency Management | Update to this plan to bring it in line with the State's most recent update, including: Renumbering of the following ESFs: <ul style="list-style-type: none">ESF-11: Agriculture (was ESF-17)ESF-13: Law Enforcement (was ESF-16)ESF-14: Business and Industry (was ESF-18)ESF-15: Public Information (was ESF-14)ESF-16: Volunteers and Donations (was ESF-15)ESF-18: Military (was ESF-13) Consolidation of the following ESFs: <ul style="list-style-type: none">ESF-11: Food and Water now combined into ESF-6: Mass Care Creation of new ESF: <ul style="list-style-type: none">New ESF-17: Cyber and Infrastructure Security Reorganization of the State Situation Report to reflect new and renumbered/consolidated ESFs |
| | | |
| | | |
| | | |

Updates and revisions to the plan are tracked and recorded in the table below. This process ensures the most current plan is disseminated and implemented by emergency response personnel.

Plan Distribution List

Copies of this plan will be provided to jurisdictions, agencies, and persons electronically unless otherwise indicated. The plan distribution list is in the table on the next page. Updates are provided electronically when possible. Recipients are responsible for updating their EOPs when they receive changes. The Polk County

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Emergency Management Department is responsible for disseminating EOP updates. A copy of the EOP is posted online at www.co.polk.or.us/em.

Plan Distribution List

| Department/Agency | Title/Name |
|--|--|
| City of Dallas | City Emergency Manager (Police Chief) |
| City of Falls City | City Administrator/Recorder |
| City of Independence | City Emergency Manager (Police Chief) |
| City of Monmouth | City Emergency Manager (Police Chief) |
| Polk County Board of Commissioners | Commissioners (3 Copies) |
| Polk County Community Development | Director |
| Polk County Counsel | Counsel |
| Polk County Public Health | Director |
| Polk County Public Works | Director |
| Polk County Sheriff's Office | Sheriff |
| Polk County Emergency Management | County Administrator (Emergency Management Director) Emergency Manager (2 Copies) Emergency Management Coordinator |
| Family and Community Outreach | Director |
| Oregon Emergency Management Department | Operations and Preparedness Section Manager |

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Changes will be forwarded to the County Emergency Manager for incorporation into the plan and dissemination of the revised version.

| Plan/Annex | Primary County Agency |
|--|---|
| Basic Plan | Emergency Management Department |
| Emergency Support Function Annexes (ESFs) | |
| ESF-1: Transportation | Public Works Department |
| ESF-2: Communication | Willamette Valley Communications Center (Alert and Warning) Emergency Management Department (Communications Systems) |
| ESF-3: Public Works | Public Works Environmental Health Division |
| ESF-4: Firefighting | Fire Defense Board |
| ESF-5: Information and Planning | Emergency Management Department |
| ESF-6: Mass Care, Food, and Water | Family and Community Outreach Public Health Department |
| ESF-7: Resource Support | Board of Commissioners |

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| Plan/Annex | Primary County Agency |
|--|--|
| ESF-8: Health and Medical | Public Health Department Behavioral Health Department Emergency Medical Services |
| ESF-9: Search and Rescue | Sheriff's Office (within the jurisdictional boundaries of Polk County) |
| ESF-10: Hazardous Materials | Area Fire Districts/Departments |
| ESF-11: Agriculture and Animal Protection | Sheriff's Office and Animal Control |
| ESF-12: Energy | Public Works Department |
| ESF-13: Law Enforcement | Sheriff's Office |
| ESF-14: Business and Industry | Emergency Management Department |
| ESF-15: Public Information | Emergency Management Department |
| ESF-16: Volunteers and Donations | Family and Community Outreach |
| ESF-17: Cyber and Infrastructure Security | Information Services Department |
| ESF-18: Military Support | Sheriff's Office |
| Support Annexes (SAs) | |
| SA-1: Community Recovery, Mitigation, and Economic Stabilization | Emergency Management Department |
| Incident Annexes (IAs) | |
| IA-1: Severe Weather (includes Landslides) | Emergency Management Department |
| IA-2: Flood (includes Dam Failure) | Public Works Department |
| IA-3: Wildfire | Emergency Management Department, Local Fire Chiefs, and Oregon Department of Forestry |
| IA-4: Hazardous Materials (Accidental) | Area Fire Districts/Departments |
| IA-5: Terrorism | Sheriff's Office |
| IA-6: Public Health Incident | Public Health Department |
| IA-7: Agriculture and Animals | Sheriff's Office (Animal Control) |
| IA-8: Drought | Public Works Department |
| IA-9: Earthquake/Seismic Activity | Emergency Management Department |
| IA-10: Volcano | Emergency Management Department |

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1 Introduction

1.1 General

The Polk County (County) emergency management mission ensures the County is prepared to respond to all types of hazards, natural, technological, terrorism, and human-caused. This mission is accomplished by coordinating protection, prevention, mitigation, response, and recovery activities that increase the County's capabilities to minimize loss of life and impacts from disasters. An emergency that requires a more than typical response is considered a disaster.

Emergencies are handled effectively by County entities every day. Emergency responders manage these "routine" emergencies as part of their day-to-day responsibilities. They are also the most common emergency management activities that the County encounters. For the most part, this type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this EOP can be applied to these daily responses, the primary purpose is to provide guidance for larger, more complex incidents related to a broad spectrum of hazards that exceed the typical response capability and/or resources requiring collaboration with other jurisdictions and organizations.

No plan can anticipate all the situations and conditions that may arise during emergencies. On-scene ICs must have the discretion to act as they see fit based on the incident's specific circumstances at hand. However, each jurisdiction and organizations' emergency response plan provides general guidance with a common framework to prepare for, respond to, and recover from emergencies and disasters. This plan incorporates these standard federal frameworks, using NIMS, ICS, and the NRF to respond to any incident. Additionally, this plan is built on the County's technical capabilities and resources and the expertise of its emergency response personnel, department directors, and other key stakeholders.

This plan is designed to help the County fulfill its response function to its maximum capacity. The EOP does not guarantee a perfect response system, implementing instructions, or procedures. While the County will respond to emergencies to the utmost of its ability, some hazards may overwhelm its resources. This plan is designed to integrate with and can be supported by related County plans, mutual-aid agreements, and State and federal plans in such an event.

1.1.1 Whole Community Planning

The "Whole Community" planning approach is based on recognizing that it takes all aspects of a community to prepare effectively, protect against, respond to, recover from, and mitigate against larger emergencies and widespread disasters. This approach includes all emergency management partners, both traditional and nontraditional, such as volunteers, faith, community-based organizations, the private sector, and the public, including survivors of an incident. Every person who lives or works in the County shares responsibility for minimizing a disasters' impact on the community. These individual responsibilities include:

- Hazard and situational awareness
- Knowledge of appropriate protective actions
- Proactive steps to mitigate the impact of anticipated hazards

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- Preparations for personal and family safety
- Neighborhood self-sufficiency

To the greatest extent possible, the County will assist its citizens in carrying out these responsibilities by providing preparedness information, emergency public information, and critical public services during a disaster. However, a major emergency may damage the County's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens who are prepared to take care of themselves and their families and assist neighbors in the early phases of an emergency can significantly contribute to survival and community resiliency.

1.2 Purpose and Scope

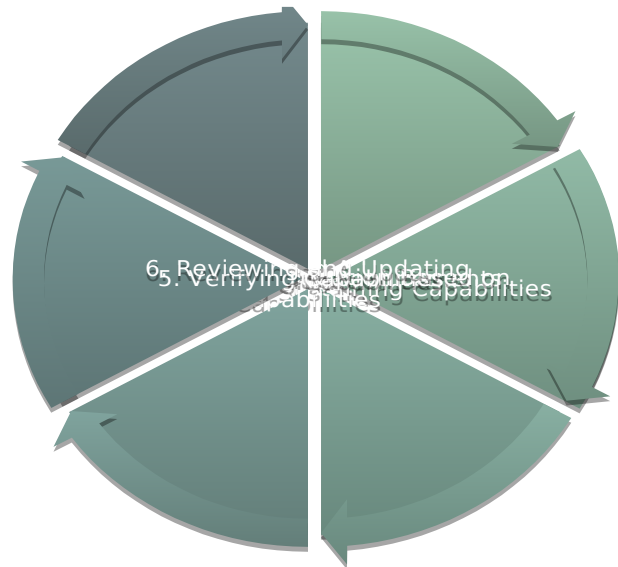
1.2.1 Purpose

In the context of this EOP, a significant emergency or disaster is any incident that requires a coordinated response at all government levels to save lives and protect property for a large portion of the population. The primary purpose of this EOP outlines the County's all-hazard approach to emergency operations to protect its citizens' safety, health, and welfare throughout all emergency management mission areas. To meet this goal, the County incorporates the NIMS and ICS frameworks that define how all emergency management activities will be conducted into the EOP. Additionally, the EOP incorporates federal guidance from the National Preparedness Goal, Preparedness Cycle, the five Emergency Management Mission Areas, and evaluating the County's core capabilities.

The US Department of Homeland Security's (DHS) National Preparedness Goal and Cycle. As shown in Figure 1, the cycle includes six steps (Department of Homeland Security, 2011). DHS also identifies five emergency management mission areas to support the preparedness goal and cycle, shown in Figure 2.

- **Prevention:** To avoid, intervene, or stop an incident from occurring to protect lives and property
- **Protection:** To reduce the vulnerability of Critical Infrastructure and Key Resources by deterring, mitigating, or neutralizing terrorist attacks, major disasters, and other emergencies

*Figure 1-1. National Preparedness System
(Department of Homeland Security, 2011)*



*Figure 1-2. DHS Five Mission Areas
(Department of Homeland Security, 2011)*



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- **Mitigation:** To comprehensively reduce hazard-related losses to ensure the safety and security of citizens, infrastructure protection, and economic stability
- **Response:** To address the short-term and direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs
- **Recovery:** To restore vital services; personal, social, and economic well-being of citizens; and communities to pre-event or updated conditions

An organization's core capabilities are used to assess these five emergency management mission areas. This relationship between the missions and capabilities is shown in Figure 3 (Department of Homeland Security, 2015). Following these processes, missions, and assessments result in a plan with clear actions to reduce, remove, and prepare for risks to people, property, assets, and the environment.

Figure 1-3. Core Capabilities List (Department of Homeland Security, 2015)

| Prevention | Protection | Mitigation | Response | Recovery |
|--------------------------------------|--|--|---|--|
| Planning | | | | |
| Public Information and Warning | | | | |
| Operational Coordination | | | | |
| Intelligence and Information Sharing | Access Control and Identity Verification Cybersecurity Physical Protective Measures Risk Management for Protection Programs and Activities Supply Chain Integrity and Security | Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazards Identification | Infrastructure Systems | |
| Interdiction and Disruption | | | Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management Mass Care Services Mass Search and Rescue Operations On-scene Security, Protection, and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment | Economic Recovery Health and Social Services Housing Natural and Cultural Resources |
| Screening, Search, and Detection | | | | |
| Forensics and Attribution | | | | |

1.2.2 Scope

The EOP is implemented whenever the County responds to an emergency or planned event whose size or complexity is beyond what is handled by routine operations. Such occurrences may include natural, technological, or human-caused

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disasters and may impact the County's unincorporated areas, incorporated municipalities, or combination. This plan is intended to guide the County's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/volunteer, and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, facilitating multi-agency and multi-jurisdiction coordination. Using this framework, County departments and agencies that operate under this plan are expected to develop and keep current lines of succession and Standard Operating Procedures (SOPs) that describe how emergency tasks will be performed. County departments and agencies should maintain the training and equipment necessary for response operations.

This plan's primary users are elected officials, department heads and senior staff, emergency management staff, coordinating response agencies, and other stakeholders who support emergency operations. The general public is also welcomed to review non-sensitive parts of this plan to understand better how the County manages emergency operations.

1.3 Plan Activation

Once approved and signed by the County Board of Commissioners (BOC), this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the County
- Health emergencies in or affecting the County
- Non-routine life-safety issues in or affecting the County

An emergency declaration is not required to implement the EOP or activate the EOC. The Emergency Manager may implement the EOP as deemed appropriate or at the request of an on-scene IC.

1.4 Plan Organization

The County EOP is composed of four main elements, shown in Figure 1-4:

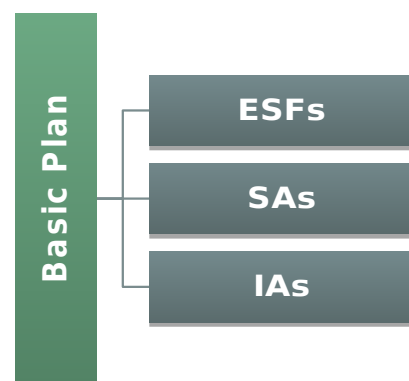
- Basic Plan (with appendices)
- Emergency Support Function Annexes (ESFs)
- Support Annexes (SAs)
- Incident Annexes (IAs)

1.4.1 Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the County's emergency management structure. It serves as the primary document outlining the roles and responsibilities of elected officials during an incident. The Basic Plan identifies:

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers

Figure 1-4. Polk County EOP Organization



Introduction

- Hazards and threats facing the community evaluated with the County's response capabilities
- Roles and responsibilities for elected officials, County entities, and key response partners
- A concept of operations for the County that describes how the County will conduct its emergency operations and coordinate with other agencies and jurisdictions
- The County's emergency response structure, including activation and operation of the County EOC and implementation of ICS
- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components

1.4.2 Emergency Support Function Annexes

The Emergency Support Function (ESF) Annexes outline the critical tasks, capabilities, and resources throughout all phases of an emergency provided by County emergency response agencies. In an incident where the County's capabilities and/or resources are limited or exhausted, each annex clearly defines escalation procedures for requesting other County organization resources and seeking additional support from state agencies.

1.4.3 Support Annexes

Support Annexes (SAs) describe functions that do not fit within the scope of the ESF annexes. These SAs identify how the County's departments and agencies, the private sector, volunteer organizations, and non-governmental organizations coordinate to execute incident support functions. The actions described in the SAs are not limited to particular types of events but are overarching and applicable to nearly any incident.

1.4.4 Incident Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, Incident Annexes (IAs) supplement the Basic Plan to identify critical tasks specific to individual natural, technological, and human-caused hazards identified in the County's most current Hazard Identification and Vulnerability Assessment. The IAs identify step-by-step actions for each hazard through the incident's pre-incident, response, and recovery phases.

1.5 Relationship to Other Plans

1.5.1 Federal Plans

These federal policies and guides are scalable and guide emergency management programs at all levels:

- **Presidential Policy Directive 5:** Requires all government entities to incorporate NIMS and ICS into emergency management plans by 2005.
- **Presidential Policy Directive 8:** Defines and outlines the "whole community approach" to emergency management.
- **National Preparedness Goal:** Defines and guides the whole community approach to preparing for all-hazards and building national resilience by engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and government levels.

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- **National Preparedness System:** Supports the National Preparedness Goal with a clear and consistent process for all entities and individuals to implement preparedness activities.
- **National Incident Management System (NIMS):** A common framework designed for government entities and adaptable for private and non-governmental organizations. It establishes a standard system for collaboration on all phases of emergency management.
- **National Response Framework (NRF):** A guide for government entities to respond to all-hazards. It is built on a scalable, flexible, and adaptable structure that creates consistent roles and responsibilities across jurisdictions and boundaries.
- **National Disaster Recovery Framework (NDRF):** Processes to support affected states, counties, tribes, and local entities. It outlines a scalable structure for managing recovery in a unified and collaborative way.

1.5.2 State Plans

The following State plans inform local government planning for all phases of emergency management:

- **State Comprehensive Emergency Management Plan (CEMP):** The State CEMP consists of four volumes (Oregon Office of Emergency Management)
 - **Volume I - Oregon Natural Hazards Mitigation Plan (NHMP):** Identifies and prioritizes potential actions throughout Oregon that would reduce the State's vulnerability to natural hazards. The plan also satisfies the Federal Emergency Management Agency (FEMA) requirements. This compliance ensures Oregon is eligible to receive hazard mitigation and disaster assistance funds from the federal government.
 - **Volume II - State of Oregon Preparedness Plan:** Includes plans and guidance necessary for the State to prepare for the effects of a disaster, including guidance and requirements for the State's training and exercise program.
 - **Volume III - State of Oregon Emergency Operations Plan (EOP):** Establishes the procedures by which the State coordinates response to an emergency, including processes for resource requests from local and tribal partners, established roles and responsibilities for State agencies, and procedures for activation and operation of the State Emergency Coordination Center (ECC). The plan identifies 18 ESF Annexes that serve as response support to local and tribal partners.
 - **Volume IV - State of Oregon Recovery Plan:** Establishes a State Recovery Organization and describes how the State will coordinate short, intermediate, and long-term recovery activities. The plan identifies seven State Recovery Functions that serve as the delivery mechanism for recovery support to local and tribal partners.
- **Oregon Supporting Plans and Documents** (Oregon Office of Emergency Management):
 - **Cascadia Playbook:** A reference guide for how all jurisdictions and government agencies coordinate during a significant seismic/earthquake disaster.
 - **Oregon Resilience Plan:** Makes policy recommendations for protecting lives and keeping the economy going after a Cascadia event.

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- **Volcano Coordination Plans:** Describes the roles and responsibilities of jurisdictions and government agencies in Oregon. It does not supersede agency EOPs.
- **Managing and Permitting Disaster Debris:** Provides a framework for State agencies and municipalities to facilitate and coordinate the evaluation, removal, collection, and disposal of debris following a disaster (Oregon Department of Environmental Quality, 2011).
- **Mount Hood Coordination Plan:** Outlines how various agencies will coordinate their actions to minimize loss of life and property damage before, during, and after hazardous geologic events at the Mount Hood volcano.
- **Oregon State Emergency Alert System Plan:** Mandated by the Federal Communications Commission, outlines the State of Oregon Emergency Alert System (EAS) procedures. It is the guideline for State broadcasters and cable television operators, and State and local entities authorized to use the EAS to determine the distribution of the President's message, mandated and optional monitoring assignments, and participation by the National Weather Service and local and State emergency agencies (The Oregon State Emergency Alert System Plan (v. 15.0), 2018).

1.5.3 County Plans

This EOP is part of a suite of plans that address various County emergency management program elements. While the EOP is focused on short-term recovery, other plans address the County's approach to mitigation, continuity, and other aspects of emergency management. These plans work in concert with the County EOP and are outlined below:

- **Community Wildfire Protection Plan (CWPP):** The CWPP was developed using a collaborative process between the County and agencies, reducing wildfire risk.
- **Continuity of Operations (COOP) Plan:** The plan details all the procedures that define how the County will continue or recover its minimum essential functions in a disaster.
- **Regional Debris Management Plan:** Polk County is part of a Regional Debris Management Plan that provides a framework for the County and planning partners to facilitate and coordinate the evaluation, removal, collection, and disposal of debris following a disaster.
- **Hazard Analysis:** The analysis helps establish planning, capability development, and hazard mitigation priorities. It serves as a tool to identify hazard mitigation measures and educating the public and public officials about hazards and vulnerabilities. The analysis helps communities make objective acceptable risk judgments.
- **Multi-Jurisdiction Hazard Mitigation Plan (MJ-HMP):** The MJ-HMP creates a framework for risk-based decision-making to minimize the impact of disasters on people, structures, and the environment. Mitigation plans detail a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage.
- **Public Safety Communications Plan for Interoperability:** This communication plan inventories current equipment and is a guide for emergency responders to order new or replacement equipment. It also addresses training and testing of equipment, which is an ongoing process.

Introduction

- **Public Health Emergency Preparedness Program:** The Public Health Department is responsible for establishing plans and procedures for public health personnel to respond to and recover from public health hazards. The department maintains guidelines for public health personnel responding to a public health incident.
- **Hazardous Materials (HAZMAT) Rail Incident Response Plan:** The EMD manages the HAZMAT Rail Incident Response Plan. The plan is consistent and is coordinated with the State Rail Response Plan.

1.5.4 City Plans

The Cities of Dallas, Independence, Falls City, and Monmouth maintain their EOPs. The City of Salem in Marion County and the City of Willamina in Yamhill County cover the Polk County communities of West Salem and the southern area of Willamina. The following table lists the existing local plans by city.

Table 1-1. Polk County City and Community Plans

| Community Name | Emergency Operations Plan | Continuity of Operations Plan | Hazard Mitigation Plan |
|----------------------|---|-------------------------------|--------------------------|
| City of Dallas | Yes, 2010 | Yes | Annex to the 2017 MJ-HMP |
| Falls City | Yes, 2014 | | Annex to the 2017 MJ-HMP |
| City of Independence | Yes, 2019 Western Oregon University EOP | | Annex to the 2017 MJ-HMP |
| City of Monmouth | Yes, 2019 Western Oregon University EOP | Yes | Annex to the 2017 MJ-HMP |

1.5.5 Support Agency Plans

Many partner agencies support County emergency operations. To the greatest extent possible, the County encourages support agencies to design their plans to complement the County's EOP. The County will also seek to engage support agencies in the EOP update process to ensure appropriate linkages. Support agency plans in the County include:

- **Local School District Emergency Plans:** Central, Dallas, Falls City, Perrydale, Philomath, Salem, Sheridan, and Willamina School Districts
- **Local Hospital Emergency Plans:** West Valley Hospital
- **Salem Health Physicians-Specific:** 2016 Emergency Operations Plan

1.5.6 Regional Emergency Plans

The County is a partner in the Regional Debris Management Plan, in coordination with the State, and Benton, Lincoln, Linn, Marion, and Yamhill Counties.

1.6 Authorities

1.6.1 Legal Authorities

The Polk County BOC is charged by Oregon Revised Statute (ORS) 401.305 with authority to establish an Emergency Management Department (EMD) and appoint an Emergency Management Director (Oregon Revised Statute, 2019). The EMD and Director were implemented by adopting the Polk County Ordinances Title 1, Chapter

Introduction

10 (Polk County, 1993). The BOC has appointed County Administrator as the Emergency Management Director. The Emergency Management Director has, in turn, appointed an Emergency Manager to conduct emergency management activities.

The Emergency Manager is responsible for developing a Countywide emergency management program to coordinate a significant emergency response through cooperative planning efforts with the five incorporated Polk County communities. The County EMD will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the County EOP
- Manage the County EOC from which County officials can coordinate emergency response activities
- Establish an Incident Command structure based on ICS
- Coordinate with County and State agencies to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS

The Board of Commissioners is the lead agency over the Emergency Management Department. The Emergency Manager has authority and responsibility for the organization, administration, and operation of the EMD. The Emergency Manager may delegate any of these activities to designees, as appropriate.

Table 3 describes the federal, state, and local legal authorities that informed this EOP.

Table 1-2. Federal, State, and County Legal Authorities in Emergency Management

| Federal |
|--|
| ▪ Crisis Response and Disaster Resilience 2030 (Federal Emergency Management Agency, 2012) |
| ▪ FDOC 104-008-1: A Whole Community Approach to Emergency Management (Federal Emergency Management Agency, 2011) |
| ▪ FEMA Administrator's Intent: F.Y. 2015-2019 (Fugate, 2013) |
| ▪ FEMA Incident Management and Support Keystone (Federal Emergency Management Agency, 2011) |
| ▪ FEMA Publication 1: We Are FEMA (Federal Emergency Management Agency, 2019) |
| ▪ FEMA Strategic Plan 2018-2022 (Federal Emergency Management Agency, 2018) |
| ▪ National Disaster Housing Strategy (Federal Emergency Management Agency, 2009) |
| ▪ National Disaster Recovery Framework 2 nd Edition (Federal Emergency Management Agency, 2016) |
| ▪ National Incident Management System 3 rd Edition (Federal Emergency Management Agency, 2017) |
| ▪ National Preparedness Goal 2 nd Edition (Department of Homeland Security, 2015) |
| ▪ National Response Framework 4 th Edition (Federal Emergency Management Agency, 2019) |
| Disaster Recovery Reform Act (DRRA) Annual Report (Federal Emergency Management Agency, 2019) |
| Homeland Security Presidential Directive 5: Management of Domestic Incidents (Bush, 2003) |
| Presidential Policy Directive 8: National Preparedness (Obama, 2011) |

Introduction

| Federal |
|---|
| Public Law 113-2 The Sandy Recovery Improvement Act of 2013 (United States 113th Congress, 2013) |
| Public Law 107-296 The Homeland Security Act of 2002 (United States 107th Congress, 2002) |
| Public Law 109-295 The Post-Katrina Emergency Management Reform Act (United States 109th Congress, 2007) |
| Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Federal Emergency Management Agency, 2019) |
| State |
| Oregon Administrative Rules Chapter 104 Oregon Emergency Management Department (Oregon Military Department) |
| Oregon Revised Statutes (ORS) 279B.080 Emergency Procurements (Oregon State Legislature, 2019) |
| ORS 294.481 Authorization to Receive Grants or Borrow or Expend Money to Respond to Public Emergency (Oregon State Legislature, 2019) |
| ORS 401 Emergency Management and Services (Oregon State Legislature, 2019) and (Oregon State Legislature, 2020) |
| ORS 402 Emergency Mutual Assistance Agreements (Oregon State Legislature, 2019) |
| ORS 403 Public Safety Communications System (Oregon State Legislature, 2019) |
| ORS 404 Search and Rescue (Oregon State Legislature, 2019) |
| ORS 431 State and Local Administration and Enforcement of Health Laws (Oregon State Legislature, 2019) |
| ORS 433 Disease and Condition Control, Mass Gatherings, and Indoor Air (Oregon State Legislature, 2019) |
| ORS 476 State Fire Marshal and Protection from Fire Generally (Oregon State Legislation, 2019) |
| ORS 477 Fire Protection of Forests and Vegetation (Oregon State Legislation, 2019) |
| County |
| Polk County Ordinance # 91-3 (Polk County, 2018) |

1.6.2 Mutual Aid and Intergovernmental Agreements

State law ORS 402.010 and 402.015 authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies following their needs (Oregon State Legislature, 2019). A requesting agency may use personnel, supplies, and services if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression according to ORS 476 and the Oregon State Emergency Conflagration Act (Office of the Governor State of Oregon, 2020).

Copies of mutual aid and intergovernmental agreements can be accessed through the Emergency Manager. During an emergency, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

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1.7 Emergency Powers

1.7.1 General

Based on the State and County legal authorities, a local declaration allows for flexible resource management for emergency conditions. The County Attorney should review and advise County officials on potential disaster operation liabilities, including exercising powers like the following:

- Diverting funds and resources to emergency operations to meet immediate needs.
- Authorizing local emergency plan activations and implementing non-standard mitigation actions
- Receiving resources from organizations and individuals initiated through mutual aid and cooperative assistance agreement channels
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting State and/or federal assistance to support response efforts when local resources and capabilities are expended
- Raising public awareness and encouraging the community involvement protecting resources

1.7.2 County Disaster Declaration Process

For this EOP, a significant emergency is an incident requiring coordinated response at all government levels to save lives and protect property. When an incident occurs at the city level, the Mayor or City Manager determines if the City's capabilities are overwhelmed. If they are, the official can request the County Emergency Manager activate this EOP and the County EOC to coordinate the response efforts.

The County's Presiding Official will consult with the BOC and County Counsel to determine if an Emergency Declaration is warranted. A declaration will include the emergency type, the location or description of the area affected, and a list of the jurisdictions included in the declaration. The Oregon EMD has set the following criteria for a local emergency declaration:

- Describe the circumstances impacting an identified area.
- Identify the problems for which assistance is needed.
- Clearly state what has been done locally to respond to the impact and needs.

Per ORS Chapter 401, the County Emergency Management Director will submit emergency declarations to the EMD Director (Oregon State Legislature, 2019). If the Governor issues an emergency declaration, EMD will be contacted via the Oregon Emergency Response System (OERS) for possible allocation of state resources to support the response. During certain types of emergencies, other County entities will inform the declaration process.

In a suspected or confirmed public health emergency, the County EMD may declare a state of emergency under advisement from the County Public Health Administrator. The latter may request that the County Court issue an order to implement and enforce isolation and quarantine procedures. The Polk County Environmental Health Division will manage animal quarantine measures (note that, unlike human quarantines, animal quarantine measures do not require a court order).

Introduction

The Area Veterinarian in Charge for the United States Department of Agriculture (USDA)/Animal and Plant Health Inspection Service/Veterinary Services will assist the State Veterinarian as appropriate in any animal health emergency. Most likely, support from the State Brand Inspector, State agricultural agencies, Cooperative Extension Services, and the Oregon Department of Human Services would be included in these procedures. Formal quarantine measures will be implemented following the Oregon Animal Disease EMP procedures set forth by the Oregon Department of Agriculture (ODA). Response activities may also be supported by the ODA's Veterinary Emergency Response Teams.

See Appendix A for Emergency or Disaster Declaration forms.

1.7.3 State Assistance

The Polk County Emergency Manager will coordinate with the State Emergency Coordination Center (ECC) to support local government requests. The State Operations Officer evaluates resource requests based on the goals and priorities established by the County Emergency Management Director. The State Operations Officer and County Emergency Manager will communicate both ways, resources assigned, resources available for commitment, and the status of assigned missions. State resources are provided to the County EMD or the on-scene IC as agreed by the EMD. The County Emergency Management Director makes final decisions in conflicting interest cases, such as competing for resources or priorities.

1.7.4 Federal Assistance

FEMA provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor. If the State's capabilities are insufficient to meet the requirements as determined by the Governor, the State will request federal aid. The County Emergency Management Director coordinates all requests for federal assistance through the State ECC. FEMA coordinates the Governor's Presidential request for assistance per the NRF.

1.8 Continuity of Government

1.8.1 Lines of Succession

Each County department is responsible for pre-identifying staff patterns showing a line of succession in management's absence. Lines of succession for each department can be found in the Continuity of Operations (COOP) Plan. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. The BOC will provide department leaders guidance and direction to maintain government and operations continuity during an emergency. Individual department heads within the County are responsible for developing and implementing continuity of operations and government plans to ensure continued delivery of essential functions during an emergency. Table 1-3 presents the County emergency policy and operational lines of succession.

Table 1-3. County Lines of Succession

| Emergency Coordination | Emergency Policy and Governance |
|------------------------|---|
| 1. Emergency Manager | 1. Board of Commissioners (following order of succession) |

Introduction

| | |
|---------------------------|---------------------------|
| 2. Administrative Officer | 2. Administrative Officer |
| 3. Board of Commissioners | 3. Emergency Manager |

1.8.2 Preservation of Vital Records

Each County must provide protection, accessibility, and recovery of its vital records, systems, and equipment. These are rights, interests, records, systems, and equipment that would materially impair the entities' ability to conduct business or carry out essential functions if irretrievable, lost, or damaged. Each entity should have a maintenance program for the preservation and quality assurance of data and systems. The program should consider the cost of protecting or reconstructing records weighed against the necessity of the information for achieving the entity's mission.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

The County Emergency Manager must submit resource requests and emergency declarations to the Emergency Management Director according to provisions outlined under ORS Chapter 401. The County's incorporated cities' executives are responsible for directing and controlling their communities' resources during emergencies and requesting additional resources required for emergency operations. All assistance requests will be made through the County Emergency Manager via the County EOC. The County EMD processes subsequent assistance requests to the State.

See ESF-7: Resource Support for detailed information regarding available resources and coordination procedures established for the County.

1.9.2 Conflagration

In emergencies involving fires threatening life and structures, the Emergency Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal (Office of the Governor State of Oregon, 2020). This act allows the State Fire Marshal to mobilize and fund fire resources throughout the state during emergencies.

When the local Fire Chiefs or County Fire Defense Board Chief determines an emergency is beyond local fire suppression resources and local mutual aid, they will contact the State Fire Marshal and report the conditions. The Chiefs may also request mobilization of support for the department and/or district. If mobilized support is necessary, the State Fire Marshal will request the Governor's authorization to invoke the Emergency Conflagration Act. Responsibilities based on the *2019-2020 Oregon Fire Service Mobilization Plan* are listed below (Office of State Fire Marshal, 2019):

Introduction

Table 1-4. The Oregon Fire Service Mobilization Plan Highlights

| Fire Chief Responsibilities | Fire Defense Board Chief Responsibilities | Conflagration Request Examples |
|--|---|---|
| Contact the Fire Defense Board Chief, invoke the Conflagration Act | Notify the State Fire Marshal via OERS | Life-threatening situations (firefighter or public safety) |
| Maintain communications with the IMT and assist emergency management with local issues | Provide information to the State Fire Marshal Duty Officer or Chief Deputy: | Advisory evacuations, evacuations currently in place, and evacuation plans in place |
| Locate a base camp with the IMT | 1. Contact information | Long-term or short-term damage potential |
| Participate in incident conference calls | 2. Type and location of the incident | Population affected and likely impacts on the community |
| Provide local geographic information system (GIS) capabilities or maps | 3. Situation description | Road, highway, or freeway closure |
| | 4. Confirm local & mutual aid resources are gone | Fire fuel type, size and growth potential, and high damage potential |
| | 5. IC name and contact information | Natural resources such as crops, grazing land, timber, and watersheds |
| | 6. Weather information | Number of structures, both commercial and residential |
| | 7. What resources are being requested | Historically significant cultural resources |
| | 8. Participating in the incident conference call | Critical infrastructure such as significant power lines |

1.9.3 Financial Management

Expenditure reports should be submitted to the County Administrator and managed through the Finance Office to identify budgetary shortfalls. The County Personnel Director will support procurement issues related to personnel, both volunteer and paid. Additionally, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests.

Refer to ESF-5: Information and Planning and ESF-14: Business and Industry for additional information regarding financial management procedures to be used throughout the life of an emergency.

1.9.4 Legal Support and Liability Issues

The County Administrator/City Council is responsible for liability risk management during emergency operations. At such times, they will review EOPs, monitor

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resource management, and assess safety concerns arising from hazard situations to control liability exposure as much as possible. Established agreements and other formal contracts for mutual aid address liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions. Copies of these documents can be obtained from the Polk County Emergency Management Director.

A local declaration may be necessary to activate agreements, authorize resource commitments, and invoke liability provisions during an emergency. The County Attorney provides legal support for the County EMD. Legal service responsibilities include:

- Advise County officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price, and rent controls
 - Establish rationing of critical resources
 - Establish curfews
 - Restrict or deny access
 - Specify routes of egress
 - Limit or restrict the use of water or other utilities
 - Remove debris from publicly or privately owned property
- Provide legal services to the BOC and critical responders for disaster response and recovery.
- Prepare and recommend local legislation to implement emergency powers as appropriate.
- Review the EOP to determine if there are any legal implications for officials in the plan.
- Maintain a position in the Policy Group and serve as an EOC resource. Keep current on developments. Consult and advise officials on legal matters related to the disaster.
- Maintain a liaison with the State Attorney General.
- Notify insurance carriers, obtain and process insurance materials during a disaster.
- Prepare standby forms, such as "permits of entry," state of emergency declarations, and established mutual aid agreements.
- Advise County officials and department heads of record-keeping requirements and other documents necessary for exercising emergency powers.
- Maintain familiarity with federal and state laws (including ORS 401) and local regulations related to disasters; for example, natural disasters, accidents, civil or political incidents, terrorist or criminal incidents, significant events, etc. (Oregon Revised Statute, 2019).

1.9.5 Reporting and Documentation

All documentation related to the County's emergency management program will be maintained per ORS 192 (Oregon State Legislature, 2019). The County must receive and retain documentation and reporting during a disaster to apply for disaster reimbursement and expenditures and maintain a historical record of the incident. County staff will maintain complete and accurate documentation throughout any event. Incident documentation should include:

- Incident and damage assessment reports
- Incident Command logs

Introduction

- Cost recovery forms
- Incident critiques and After-Action Reviews (AARs)

1.10 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Local communities that do not have a COOP will refer to the Polk County plan. Notifications for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. The Public Health Department will provide public information. Thus, personnel should be provided with tools to protect themselves and their families while providing health and medical services during a pandemic or other type of public health emergency.

If necessary, the Oregon Health Authority and Occupational Safety and Health Administration can guide worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological disaster or disease outbreak is presented in ESF-8 and other applicable EOP annexes. All County agencies and employees are expected to contribute to the community's emergency response and recovery efforts. However, employees' first responsibility is their families' safety. Therefore, every employee is expected to develop their family's emergency plan, protecting their family and allowing employees to return to the County and their emergency responsibilities as quickly as possible. During a disaster, resources and procedures for employees and their families are detailed further in the County COOP and public health procedures.

2 Situation and Planning Assumptions

2.1 Situation

The most significant hazards in Polk County are severe weather, flooding, and earthquakes. Significant rainfall events have historically resulted in sewage entering the Willamette River at multiple locations, and windstorms have caused structural damage during past storms. Much of the County's buildings are constructed from unreinforced masonry or, before more stringent seismic building codes, resulting in higher risks to life and property during an earthquake. Up to 74 percent of residential buildings were built before 1990, with lower earthquake standards (University of Oregon, Community Service Center, and Oregon Partnership for Disaster Resilience, 2017).

Table DA-9 in the 2017 *Polk County Multi-Jurisdictional Natural Hazard Mitigation Plan* identifies County critical facilities at risk for low, moderate, high, and very high seismic hazards. Additionally, the partial or complete loss of critical agricultural products could be economically disastrous for the County. Some agricultural chemicals (e.g., fertilizers) are moved, stored, and used within the County. Unknown quantities and types of hazardous materials are assumed to transit via rail and Highway 99W.

2.2 Limitations

A major disaster could cause injuries, property loss, environmental damage, disruption of essential public services, regional economic impacts, and damage to physical and social infrastructures. The event's severity will be affected by timing, weather conditions, population density, and possible secondary hazards such as fires and floods. Initial emergency response activities focus primarily on minimizing loss of life, property, and damage to critical infrastructure, including cultural and economic assets. Historically, first responders have carried out these activities, such as fire and law enforcement.

A significant fire at the Grand Ronde Casino could be challenging, as the Grand Ronde Fire Department and West Valley Fire District are not equipped to manage a large fire at that facility. The response time for dispatching the appropriate apparatus would be significant. In 2000, the County required support for an arson incident at the Boise Cascade Corporation office. The eco-terrorist group "Earth Liberation Front" claimed responsibility for the incident, and the FBI assumed control of the event (Reuters, 2000).

2.3 Community Profile

Polk County comprises approximately 745 square miles of land in northwestern Oregon, primarily rolling forests and farmland. The County is bordered by Lincoln County and the Coast Range to the west, Yamhill County in the north, Tillamook County at the northwestern corner, and Benton County to the south. The southeast corner of Polk County also shares a short border with Linn County. The City of Dallas is the County seat. There are 14 unincorporated communities in the County:

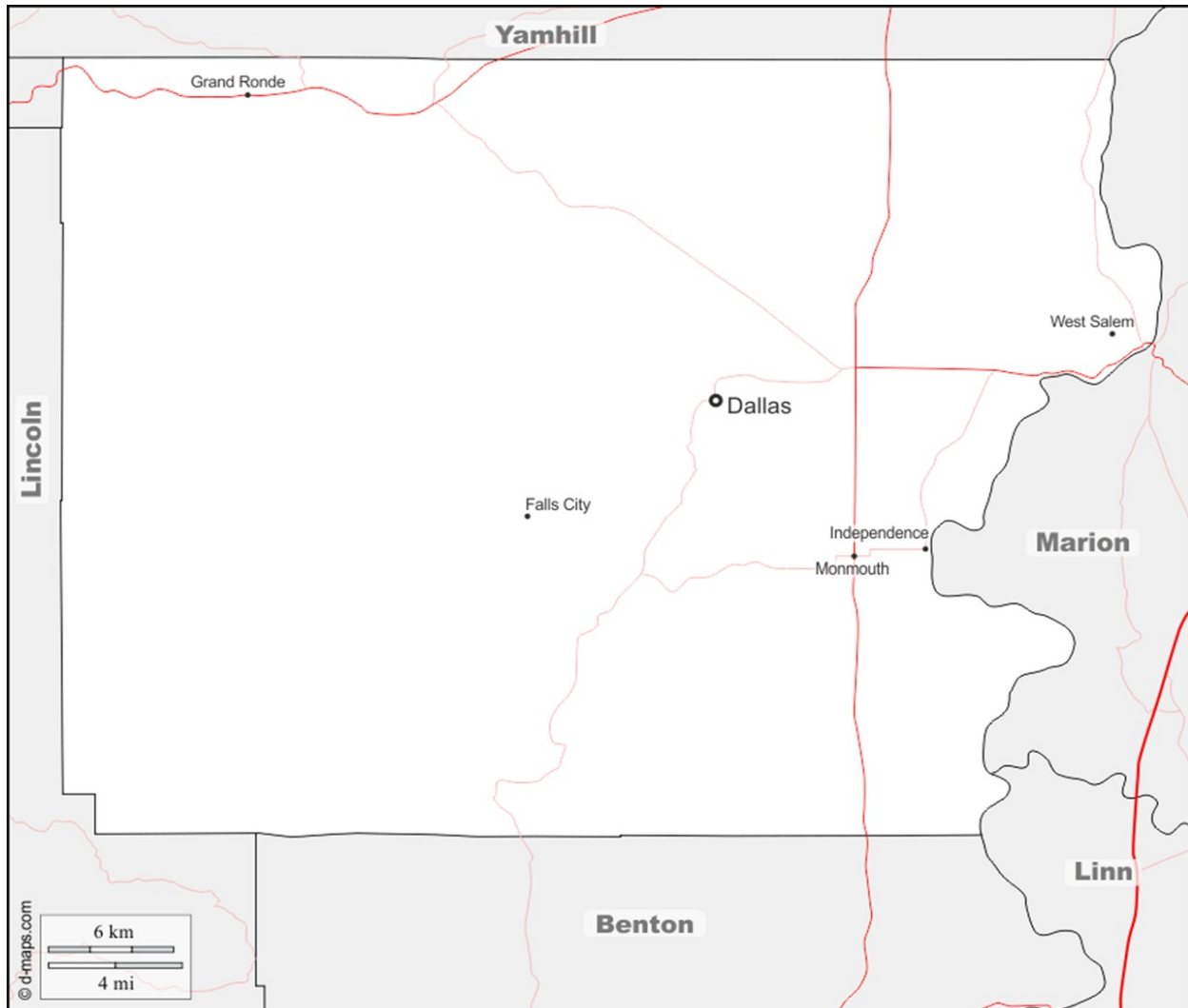
- | | | | |
|-------------------|-----------|---------------|-------------|
| ▪ Rickreall | ▪ Eola | ▪ Grand Ronde | ▪ Fort Hill |
| ▪ Valley Junction | ▪ Airlie | ▪ Ballston | ▪ Buell |
| ▪ Buena Vista | ▪ Lincoln | ▪ McCoy | ▪ Pedee |

Assumptions

- Perrydale
- Suver Junction

There are five other incorporated cities in the County: Falls City, Independence, Monmouth, West Salem (the rest of the City is in Marion County), and Willamina (the rest of the City is in Yamhill County). The Confederated Tribes of Grand Ronde community is largely within Polk County and includes rural and residential areas in the South Yamhill River basin and west of Valley Junction. The Tribal area includes land along and between Highways 18 and 22 and is bordered on the south, west, and north by the Coast Range Mountains (Ecology and Environment Inc, 2015).

Figure 2-5. Polk County Boundary Line (Maps, Polk County (Oregon), 2021)



2.3.1 Geography

Polk County's elevation runs from a low of approximately 130 feet at Lincoln by the Willamette River to 3,275 feet at Laurel Mountain in the westerly coast range. The County's topography and geographical location result in a coastal zone climate characterized by relatively mild temperatures, seasonal precipitation, mild winters, and dry summers. Occasional winter storms can bring heavy rains and high winds.

Assumptions

While seasonal water shortages can affect much of the County, portions may be inaccessible at certain times of the year when the Willamette, Luckiamute, and Yamhill Rivers, and Rickreall Creek flood. The Willamette River and the Coast Range area are evenly divided between forests and undulating farmland. Most of the farmland is in the Willamette and Luckiamute Rivers floodplains.

2.3.2 Demographics

The 2018 US Census Bureau estimates approximately 86,085 people reside in Polk County (United States Census Bureau, 2018). Most of the population is concentrated in West Salem, Dallas, Falls City, Independence, and Monmouth. A small portion resides in the City of Willamina, and the rest are scattered in small rural communities and on acreage throughout the County.

Table 2-5. Polk County Demographics for 2018 (United States Census Bureau, 2018)

| Income | Race and Hispanic Origin | Age | Housing | Families & Living Arrangement | Computer Technology |
|----------------------------------|--|-------------------------------------|--|--|--|
| Median household income \$62,691 | 89.9% white alone | 5.5% under the age of 5 | 32,957 housing units | 30,305 households | 94 % of households had a computer |
| 9.4% below the poverty level | 14.5% Hispanic or Latino | 22.3% under the age of 18 | 66.3% of households were owner-occupied | Average of 2.68 persons per household | 86% of households had an internet subscription |
| | 4% from two or more races | 18.5% were 65 years of age or older | Median value of owner-occupied housing units was \$265,200 | 83.7% of families lived in the same house for 2019 | |
| | 2.5 % Native American and Alaska Native | | Median gross rent was \$994 per month | 14% speak a language other than English at home | |
| | 2.1% Asian | | 398 building permits issued | | |
| | 1.1% Black or African American | | | | |
| | 0.5% Native Hawaiian or Pacific Islander | | | | |

Assumptions

2.3.3 Economy

Polk County's economy is primarily based on forest products and agriculture (Oregon Secretary of State). Approximately half of the County's land area is designated for agricultural use, such as vineyards/wineries (Business Oregon). Major products include Douglas fir trees, grass seed, wine, hops, hazelnuts, and livestock and dairy products. Other economic areas include (Oregon Secretary of State) (Data USA, 2018) (United States Census Bureau, 2018):

- Health Care
- Educational Services
- Public Administration
- Manufacturing
- Retail
- Electronics
- Food Service
- Social Assistance

2.3.4 Education

2018 estimates indicate (United States Census Bureau, 2018):

- 14 percent of residents 5 years old or more speak a language other than English at home
- 90.9 percent of the population over 25 are high school graduates
- 31 percent of individuals over 25 have a bachelor's degree or higher

Language barriers can cause communication issues in Polk County. Emergency managers and emergency response agencies need to be prepared to provide translation services for emergency instructions and preparedness information.

2.3.5 Transportation

Polk County has a small airport near Independence (Independence State Airport), and portions of eastern County are served by the freight-only Portland & Western Railroad. There are five major arterial roads across the County:

- Highway 221 runs north and south along the County's eastern border
- Highway 223 runs north and south between Dallas and the Benton County line
- Highway 99 runs north and south through the County's center and has heavy commercial use
- Highway 22 runs east and west through the County
- Highway 18 merges with Highway 22 along the northwest corner of the County

Spirit Mountain Casino, the top tourist attraction in Oregon, is located on Highway 18 in northwestern Polk County and attracts a daily average of 8,000 visitors. Highways 18 and 22 have been designated as "Safety Corridors" due to a high number of serious and fatal motor vehicle accidents.

2.3.6 Community Events

Various community events occur throughout the County. Some major events include:

- The City of Independence Fourth of July Celebration, which can draw around 10,000 attendees
- The City of Dallas Summer Fest, which occurs over multiple days in July
- The Polk County Fair, which occurs the second week in August
- Western Oregon University also hosts many events throughout the year

Assumptions

2.3.7 Threat and Hazard Identification

The County may be subject to various natural, technological, and human-caused hazards and threats:

- **Natural Hazards:** Result from acts of nature
- **Technological Hazards:** Result from accidents or failures of systems and structures
- **Human-Caused & Adversarial Threats:** Result from intentional actions of a human adversary

Table 2-2 identifies the hazards and threats most likely to impact the County based on the community's vulnerability and the resulting potential impacts of the hazard. The DEM updated the hazard list in 2021.

Table 2-6. Polk County Identified Threats and Hazards

| Natural | Terrorism | Technological | Human-Caused |
|-------------------------------|--|---|---|
| Waterway Erosion | Truck Bomb | Power Failure | Public Health Emergency |
| Dust Storm | Mail/Package Bomb | Water Supply Disruption | Sabotage |
| Drought | Suicide Bomb | Dam Failure | School violence |
| Earthquake: Cascadia (3-5min) | Improvised Explosive Device (e.g. pipe bomb) | Liquid Fuel Supply Disruption | Sports/Public Event Disturbance |
| Earthquake: Crustal (1 min) | Intentional Biological Agent Release | Information Technology Disruption | Riot |
| Extreme Heat Event | Intentional Chemical Release | Communications System Failure | Civil Disturbance/Protest/Demonstration |
| Flood - Riverine | Intentional Radiological Material Release | Fire: Large Scale Urban Conflagration | |
| Flood - Tidal | Active Shooter | Airplane Crash | |
| Landslide/Debris Flow | Animal and Environmental Terrorism | Train Derailment | |
| Volcano | | Sewer Treatment Failure | |
| Wildfire (WUI) | | Fuel Line Explosion | |
| Windstorm | | Cyber-terrorism | |
| Winter Storm | | Accidental HAZMAT Release: Fixed Facility | |
| | | Accidental HAZMAT Release: Transportation | |

Assumptions

2.3.8 Hazards that Originate in Neighboring Jurisdictions

In addition to the hazards identified above, a tsunami that impacts neighboring jurisdictions along the Oregon coastline may require mutual aid and support from Polk County. Polk County may need to shelter residents evacuating from neighboring jurisdictions (University of Oregon, Community Service Center, and Oregon Partnership for Disaster Resilience, 2017).

2.4 Hazard Analysis

The Hazard Analysis identifies the relative risk posed to the County by each of the hazards and threats described above to ensure that high priority hazards are addressed in the County's hazard mitigation planning, emergency response, and recovery procedures. Each natural and technological/human-caused hazard is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three severity levels (low, moderate, and high). The score is determined by multiplying the criteria severity rating by the weight factor for each hazard. The four rating scores for each hazard are added for the total hazard risk score. The hazard analysis in Table 2-3 was most recently updated in 2021.

Note: *Hazards can occur consecutively or as a secondary hazard caused by the initial hazard event (e.g., dam failures cause flooding, and earthquakes can trigger landslides); this analysis evaluates each hazard independently.*

Assumptions

Table 2-7. Polk County Hazard Analysis Matrix 2021

| EMD Hazard Analysis Worksheet | | | | | | | | | | | | | | |
|-------------------------------|--|----------|--------|----------|---------------|--------|----------|----------------|--------|----------|-------------|--------|----------|-------|
| | | History | | | Vulnerability | | | Maximum Threat | | | Probability | | | |
| Threat Event/Hazard | | Severity | Weight | Subtotal | Severity | Weight | Subtotal | Severity | Weight | Subtotal | Severity | Weight | Subtotal | Total |
| Natural Hazards | Waterway Erosion | 0 | 2 | 0 | 0 | 5 | 0 | 0 | 10 | 0 | 0 | 7 | 0 | 0 |
| | Dust Storm | 0 | 2 | 0 | 0 | 5 | 0 | 0 | 10 | 0 | 0 | 7 | 0 | 0 |
| | Drought | 8 | 2 | 16 | 8 | 5 | 40 | 8 | 10 | 80 | 8 | 7 | 56 | 192 |
| | Earthquake: Cascadia (3-5 min) | 0 | 2 | 0 | 10 | 5 | 50 | 10 | 10 | 100 | 4 | 7 | 28 | 178 |
| | Earthquake: Crustal (1 min) | 3 | 2 | 6 | 10 | 5 | 50 | 10 | 10 | 100 | 5 | 7 | 35 | 191 |
| | Extreme Heat Event | 7 | 2 | 14 | 6 | 5 | 30 | 7 | 10 | 70 | 6 | 7 | 42 | 156 |
| | Flood - Riverine | 10 | 2 | 20 | 7 | 5 | 35 | 7 | 10 | 70 | 10 | 7 | 70 | 195 |
| | Flood - Tidal | 0 | 2 | 0 | 0 | 5 | 0 | 0 | 10 | 0 | 0 | 7 | 0 | 0 |
| | Landslide/Debris Flow | 8 | 2 | 16 | 3 | 5 | 15 | 3 | 10 | 30 | 8 | 7 | 56 | 117 |
| | Volcano | 3 | 2 | 6 | 7 | 5 | 35 | 7 | 10 | 70 | 3 | 7 | 21 | 132 |
| | Wildfire (WUI) | 7 | 2 | 14 | 5 | 5 | 25 | 7 | 10 | 70 | 7 | 7 | 49 | 158 |
| | Windstorm | 6 | 2 | 12 | 8 | 5 | 40 | 8 | 10 | 80 | 8 | 7 | 56 | 188 |
| | Winter Storm | 10 | 2 | 20 | 10 | 5 | 50 | 10 | 10 | 100 | 10 | 7 | 70 | 240 |
| | Truck Bomb | 0 | 2 | 0 | 4 | 5 | 20 | 5 | 10 | 50 | 2 | 7 | 14 | 84 |
| | Mail/Package Bomb | 3 | 2 | 6 | 2 | 5 | 10 | 3 | 10 | 30 | 4 | 7 | 28 | 74 |
| | Suicide Bomb | 1 | 2 | 2 | 2 | 5 | 10 | 3 | 10 | 30 | 3 | 7 | 21 | 63 |
| | Improvised Explosive Device (e.g. pipe bomb) | 2 | 2 | 4 | 4 | 5 | 20 | 5 | 10 | 50 | 4 | 7 | 28 | 102 |
| | Active Shooter | 2 | 2 | 4 | 4 | 5 | 20 | 8 | 10 | 80 | 4 | 7 | 28 | 132 |
| | Intentional Biological Agent Release | 1 | 2 | 2 | 2 | 5 | 10 | 6 | 10 | 60 | 2 | 7 | 14 | 86 |
| | Intentional | 1 | 2 | 2 | 2 | 5 | 10 | 6 | 10 | 60 | 2 | 7 | 14 | 86 |

Assumptions

| EMD Hazard Analysis Worksheet | | | | | | | | | | | | | | |
|--|---|---|---|----|----|---|----|----|----|-----|----|---|----|-----|
| T e r r o r i s m | Radiological Material Release | | | | | | | | | | | | | |
| | Intentional Chemical Release | 1 | 2 | 2 | 2 | 5 | 10 | 6 | 10 | 60 | 2 | 7 | 14 | 86 |
| | Animal and Eco-terrorism | 1 | 2 | 2 | 2 | 5 | 10 | 2 | 10 | 20 | 2 | 7 | 14 | 46 |
| T e c h n o l o g i c a l | Power Failure | 8 | 2 | 16 | 8 | 5 | 40 | 8 | 10 | 80 | 10 | 7 | 70 | 206 |
| | Water Supply Disruption | 5 | 2 | 10 | 5 | 5 | 25 | 5 | 10 | 50 | 5 | 7 | 35 | 120 |
| | Cyber terrorism | 6 | 2 | 12 | 8 | 5 | 40 | 8 | 10 | 80 | 10 | 7 | 70 | 202 |
| | Communications System Failure | 7 | 2 | 14 | 8 | 5 | 40 | 8 | 10 | 80 | 8 | 7 | 56 | 190 |
| | Sewer Treatment Failure | 3 | 2 | 6 | 5 | 5 | 25 | 3 | 10 | 30 | 3 | 7 | 21 | 82 |
| | Fuel Line Explosion | 1 | 2 | 2 | 3 | 5 | 15 | 3 | 10 | 30 | 1 | 7 | 7 | 54 |
| | Dam Failure | 1 | 2 | 2 | 7 | 5 | 35 | 7 | 10 | 70 | 5 | 7 | 35 | 142 |
| | Airplane Crash | 1 | 2 | 2 | 6 | 5 | 30 | 3 | 10 | 30 | 3 | 7 | 21 | 83 |
| | Train Derailment | 2 | 2 | 4 | 6 | 5 | 30 | 3 | 10 | 30 | 3 | 7 | 21 | 85 |
| | Liquid Fuel Supply Disruption | 1 | 2 | 2 | 1 | 5 | 5 | 1 | 10 | 10 | 1 | 7 | 7 | 24 |
| | Information Technology Disruption | 3 | 2 | 6 | 5 | 5 | 25 | 5 | 10 | 50 | 8 | 7 | 56 | 137 |
| | Accidental HAZMAT Release: Transportation | 5 | 2 | 10 | 5 | 5 | 25 | 5 | 10 | 50 | 5 | 7 | 35 | 120 |
| | Accidental HAZMAT Release: Fixed Facility | 3 | 2 | 6 | 3 | 5 | 15 | 3 | 10 | 30 | 3 | 7 | 21 | 72 |
| | Public Health Emergency | 8 | 2 | 16 | 10 | 5 | 50 | 10 | 10 | 100 | 10 | 7 | 70 | 236 |
| | Fire: Large Scale Urban Conflagration | 5 | 2 | 10 | 7 | 5 | 35 | 8 | 10 | 80 | 8 | 7 | 56 | 181 |
| | Sports/Public Event Disturbance | 3 | 2 | 6 | 3 | 5 | 15 | 3 | 10 | 30 | 3 | 7 | 21 | 72 |
| | School violence | 3 | 2 | 6 | 3 | 5 | 15 | 4 | 10 | 40 | 5 | 7 | 35 | 96 |
| | Sabotage | 1 | 2 | 2 | 1 | 5 | 5 | 1 | 10 | 10 | 3 | 7 | 21 | 38 |
| | Riot | 1 | 2 | 2 | 1 | 5 | 5 | 1 | 10 | 10 | 2 | 7 | 14 | 31 |
| | Civil Disturbance/ | 3 | 2 | 6 | 3 | 5 | 15 | 3 | 10 | 30 | 5 | 7 | 35 | 86 |

Assumptions

| EMD Hazard Analysis Worksheet | | | | | | | | | | | | | | |
|-------------------------------|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Human - Caused | | | | | | | | | | | | | | |
| | Protest/Demonstration | | | | | | | | | | | | | |

2.4.1 Capability Assessment

The County's physical and staff resource availability may limit its ability to independently conduct short-and long-term response actions. The County response capabilities are also limited when essential staff is on vacation, sick, or under furlough due to budgetary constraints. The County participates in a yearly Capabilities Assessment for the State of Oregon. Figure 1-3 shows the relationship between the National Preparedness Goal five mission areas and assessing capabilities.

2.4.2 Protection of Critical Infrastructure and Key Resources

A vital aspect of the capabilities assessment discussed above is evaluating Critical Infrastructure and Key Resources (CIKR). These CIKR deliver essential services that ensure the County's security, health, and economic vitality. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation. Disruption to these CIKR services could produce cascading effects and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale. Critical facilities in infrastructure protection planning:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and water-reactive materials
- Government facilities, such as departments, agencies, and administrative offices
- Hospitals, nursing homes, and housing are likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazardous event
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs needed for disaster response before, during, and after hazard events
- Public and private utilities and infrastructure are vital to maintaining or restoring routine services to areas damaged by hazard events
- Communications and cyber systems, assets, and networks such as secure County servers and fiber optic communications lines

2.5 Assumptions

This EOP is based on the following assumptions and limitations. Polk County is exposed to natural, technological, human-caused hazards that could disrupt the community at any time and any place by causing damage and casualties. In some

Assumptions

cases, dissemination of warnings and increased readiness measures may be possible. However, incidents may occur with little or no warning.

- Essential County services will be maintained as long as possible.
- An emergency will require prompt response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector.
- Emergency response staff are trained and experienced in operating under the NIMS and ICS.
- Each responding agency will use directives and procedures to respond to emergencies and disasters.
- Environmental, technological, and civil emergencies may require State and/or federal assistance.
- There is a potential for shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster. Self-sufficiency may be necessary for an indeterminate time.
- Local emergency planning will focus on protecting residents and prepare for predicted population trends. Significant increases in the local population or visitors can cause planning challenges.
- The County may be affected by environmental and technological emergencies.
- The US Department of Homeland Security provides threat conditions and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the County could be subject to radioactive fallout or other hazards related to weapons of mass destruction. Two options have been developed following the national nuclear civil protection policy to counteract such a threat: population protection and shelter-in-place programs.
- The County must be prepared to carry out disaster response and short-term actions independently.
- The County must use local resources first and initiate mutual aid and cooperative assistance agreements before requesting State assistance. Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a state-declared emergency per State law, Chapter 401.175 (Oregon State Legislature, 2019).
- County communication and work centers may be destroyed or disrupted during a disaster. The County can still operate if public officials, first responders, employees, volunteers, and residents are:
 - Familiar with established policies and procedures
 - Assigned tasks during the planning and preparedness process
- The County will provide personnel trained in the duties, roles, and responsibilities required during emergency operations.

3 Roles and Responsibilities

3.1 General

County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, the local command structure must support response and recovery efforts and maintain enough flexibility to expand and contract as the situation changes. Typical duties and roles may vary depending on the incident's size, impact severity, and local resource availability. Thus, it is imperative to develop and maintain qualified staff within the command structure and response community.

The County Emergency Manager is responsible for emergency management planning and operations for incorporated municipalities within County boundaries. According to their charter or ordinance, the mayor or other designated official of each city (according to their charter or ordinance) is responsible for emergency management planning and operations for that jurisdiction. Most County departments have emergency functions that are similar to their regular duties. Each department is responsible for developing and maintaining its procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

3.2 Emergency Management Department

The EMD is tasked with coordinating the emergency management program: prevention, mitigation, preparedness, response, and recovery. Responsibility for coordinating emergency management activities with state, regional, tribal, and private partners resides with the EMD and will be accomplished through established liaison roles and operating relationships.

In addition to the EMD, an Operations Organization has been established to direct emergency response operations. The Operations Organization comprises two teams, the Policy Group and the EOC Team. The Policy Group is developed around the BOC as its core. This group comprises elected and appointed officials from County departments and city and state governments, as determined by the situation's needs and at the BOC Chairperson's discretion. They will oversee the Countywide response, as coordinated by the County EOC Team. The EOC team comprises County Emergency Management representatives, County departments with emergency responsibilities, city and State government, and other community agencies, as determined by the situation. The EOC team is organized under ICS.

The EMD Director oversees the entire Department and all staff within the organization. The Emergency Manager is responsible for emergency management planning and operations in the County and coordinating countywide disaster response with the state and federal government agencies. The responsibility area includes incorporated municipalities within the County's boundaries. The Emergency Manager will also coordinate interdepartmental emergency operations and maintain ultimate responsibility for resolving issues with limited resources for various concurrent emergencies.

Each County entity referenced in this plan is responsible for developing and maintaining its EOP. The specific duties and procedures should be consistent with this plan. Individual plans and procedures are integrated into the annexes. If a

significant emergency occurs during non-working hours, County personnel and employees with public safety responsibilities need to report to work as soon as possible. However, employees should make advanced family plans and preparations before an emergency so the employee can report to work as quickly as possible when an incident occurs. All other County employees should follow emergency departmental procedures, if possible, or tune to local radio/television for EAS broadcasts and listen for directions.

3.2.1 Policy Group

The Policy Group may include representation from each County department during an event. The Policy Group is responsible for the activities conducted within its jurisdiction. General responsibilities:

- Establish strong working relationships with local jurisdictional leaders and core private-sector organizations, volunteer agencies, and community partners
- Encourage local leaders to focus on preparedness by participating in planning, training, and exercises
- Support staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate
- Understand and implement laws and regulations that support emergency management and response
- Ensure that local emergency plans consider the needs of:
 - The jurisdiction, including persons, property, and structures
 - Vulnerable populations, including unaccompanied children and those with service animals
 - Individuals with household pets and service animals
- Lead and encourage all citizens (including vulnerable populations) to take preparedness actions
- Encourage residents to participate in volunteer organizations and training courses

Board of Commissioners

The BOC bears the ultimate responsibility for policy, budget, and political direction for the County government. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting state and federal officials. Additionally, the BOC will provide elected liaison with the community and other jurisdictions. If an emergency declaration is needed, the BOC will initiate and terminate the declaration.

When the County EMD is implemented in response to an emergency, a Commissioner, as the Policy Group representative, will work with the Emergency Manager and the EOC Team at the designated EOC, to coordinate the community's response. Only designated EOC team members should report to the EOC unless the BOC or Emergency Manager requests additional personnel. The other two Commissioners and department heads should report to the Commissioners Conference room or the Courthouse Conference room to oversee the continuance/restoration of other critical County services as needed. Responsibilities include:

- Establish emergency management authority by County resolution

- Adopt an EOP and other emergency management resolutions
- Declaring a state of emergency and providing support to the on-scene IC request County assistance
- Act as a liaison to the community during activation of the EOC
- Act on emergency funding needs
- Support the overall preparedness program in terms of its budgetary and organizational requirements
- Ensure that plans are in place to protect and preserve County records
- Ensure departments develop, maintain, and exercise their respective service annexes to this plan
- Attend Public Information Officer (PIO) briefings

Emergency Manager Responsibilities

Under the direction of the Emergency Management Director, the Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Manager works with the Policy Group to ensure unified objectives concerning the County's emergency plans and activities, including coordinating all the County's capabilities. The Emergency Manager coordinates all local emergency management program components, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Manager is responsible for:

- Serve as staff advisor to the BOC for emergency matters
- Coordinate planning and preparedness activities of the government and maintenance of this plan
- Analyze the emergency skills required and arranging the training necessary to provide those skills
- Prepare and maintain a resource inventory (including call-down lists)
- Ensure operational capability of the County EOC
- Activate the County EOC
- Keep the governing body apprised of the County's preparedness status and anticipated needs
- Serve as day-to-day liaison between the County and EMD
- Maintaining liaison with organized emergency volunteer groups and private agencies

County Department Head Responsibilities

Department and agency heads collaborate with the Policy Group to develop local emergency plans and provide essential response resources. The County leadership and staff develop, plan, and train to safely learn internal policies and procedures for meeting response and recovery needs. County staff also participates in interagency training and exercises to develop and maintain necessary capabilities and preparedness. At the BOC's direction, department leaders are not assigned additional emergency roles.

3.3 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, most County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

Note: This section provides an overview of each department's ESFs, IAs, and SA responsibilities. Detailed descriptions are in the full ESFs, IAs, and SA in this basic plan's annexes.

3.3.1 All County Department Responsibilities

- Support EOC operations to support community safety and protection in the County
- Establish a written line of succession and/or delegation of authority for each department
- Develop alert and notification procedures for department personnel
- Develop guidelines to implement assigned duties specified by this plan
- Track incident costs by department, coordinating with the EOC Finance Section if activated, and submitting complete expenditure reports. Response or recovery phases can require incident costs such as personnel overtime, equipment, and contracts.
- Ensure that vehicles and other equipment are mission ready
- Notify the Emergency Manager of resource shortfalls
- Identify essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments
- Assign personnel to the EOC, as instructed in this plan
- Develop and implement procedures for protecting vital records, materials, and facilities
- Promote family preparedness among employees
- Ensure staff complete required training (including NIMS and ICS training)
- Dedicate staff time for training and exercises
- Prepare and maintain supporting SOPs and EOP annexes (e.g., ICS applications, equipment use, etc.)

3.4 Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a crucial element. These agencies include fire departments/districts, law enforcement, emergency medical service (EMS) providers, public health, environmental health, and public works departments. Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

- **Primary Agency(s):** Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.
- **Supporting Agency(s):** Identify agencies with substantial support roles during significant incidents.

3.4.1 ESF-1: Transportation

Primary County Agency: Public Works Department

Supporting County Agencies: Emergency Management Department and the Sheriff's Office

Primary State Agency: Department of Transportation

Primary Federal Agency: Department of Transportation

Primary Agency Responsibilities:

Polk County Emergency Operations Plan

- Monitor and report the status of and any damage to the transportation system and infrastructure
- Identify temporary alternative transportation solutions that can be implemented by others when County systems or infrastructure are damaged, unavailable, or overwhelmed
- Coordinate restoration and recovery of transportation systems and infrastructure
- Coordinate and support emergency operations activities among transportation stakeholders within the County's authority and resource limitations

3.4.2 ESF-2: Communications

Primary County Agencies: Willamette Valley Communications Center (Alert and Warning) and the Emergency Management Department (Communications System)

Supporting County Agencies: Amateur Radio Emergency Services, Information Services Department, Public Works Department, Yamhill County Communications, Metcom

Primary State Agencies: Department of Administrative Services, Department of Transportation, State Police

Primary Federal Agency: Department of Homeland Security

Alert and Warning Responsibilities:

- Monitor the emergency communications networks
- Disseminate emergency alerts, as requested by the on-scene IC, EOC IC, or PIO
- Receive and disseminate warning information to the public and County officials

Communication Systems Responsibilities:

- Establish and maintain an emergency communications system across the County
- Coordinate the use of all public and private communication systems necessary during emergencies
- Provide the EOC with the necessary communications capabilities and staffing to ensure communications operations for direction and control
- Develop and maintain an EAS plan and communications capability to the primary EAS station
- Manage and coordinate emergency notifications to departments and officials (e.g., during the transition to continuity facilities or succession notification)

3.4.3 ESF-3: Public Works

Primary County Agencies: Public Works Department and Environmental Health Division

Supporting County Agencies: City Public Works Departments and Emergency Management Department

Primary State Agency: Department of Transportation

Primary Federal Agencies: Department of Defense and Department of Homeland Security

Primary Agency Responsibilities:

- Conduct pre-incident and post-incident assessments of public works and infrastructure
- Barricade off hazardous areas
- Support police and fire with rescue and traffic control measures
- Assist with transportation resources for evacuations if necessary
- Coordinate restoration of public facilities, roads, and bridges

- Assist the General Services Department in the acquisition and deployment of private resources
- Assist the General Services Department in the transport of supplies and equipment
- Assist the Community Development/Environmental Health Division with emergency waste disposal and sanitation, as necessary
- Execute emergency contract support for life-saving and life-sustaining services
- Coordinate repair of damaged public infrastructure and critical facilities
- Coordinate repair and restoration of the County's critical infrastructure
- Coordinate disaster debris management activities

3.4.4 ESF-4: Firefighting

Primary County Agency: Fire Defense Board

Supporting County Agencies: All Area Fire Protection Districts, Sheriff's Office, Salem Fire Protection District

Primary State Agencies: Department of Forestry and Office of the State Fire Marshal Regional Hazardous Materials Response Team No. 13

Primary Federal Agency: Department of Agriculture

Primary Agency Responsibilities:

- Oversee the delivery of EMS by ambulance service providers
- Inspect damaged areas for fire hazards
- Oversee hazardous spill containment and cleanup
- Inspect shelters for fire hazards
- Disseminate warnings as necessary in a major emergency and assisting in evacuation as needed
- Aid with rescue operations, traffic control, and evacuation procedures, if not otherwise engaged in fire-related activities
- Designate a liaison to participate in all phases of the County emergency management program

3.4.5 ESF-5: Information and Planning

Primary County Agency: Emergency Management Department

Supporting County Agencies: All other County entities (i.e., departments, agencies, offices, etc.)

Primary State Agency: Emergency Management Department

Primary Federal Agency: Department of Homeland Security

Primary Agency Responsibilities:

- Coordinate resources and emergency communications at the request of the on-scene IC:
 - Maintain contact with neighboring jurisdictions
 - Maintain the EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition
 - Request department representatives (by title) to report to the EOC and developing procedures for crisis training
 - Ensure that EOC personnel operate following ICS
 - Ensure accurate record-keeping
 - Develop and identify staff duties, displays and messages, and procedures for EOC activation

3.4.6 ESF-6: Mass Care, Food, and Water

Primary County Agencies: Family and Community Outreach and Public Health Department

Supporting County Agencies: Sheriff's Office and Animal Control, Public Health Department, Behavioral Health Department, Environmental Health Department, Housing Authority, Willamette Valley Communications Center (911), Public Works Department, Amateur Radio Emergency Services

Primary State Agencies: Department of Human Services and Emergency Management Department

Primary Federal Agency: Department of Homeland Security

Primary Agency Responsibilities:

- Assess food and water needs for the community
- Identify food and water resources
- Store food and water resources
- Monitor the collection and sorting of all food and water supplies and establishing procedures to ensure that they are safe for consumption
- Coordinate transportation of food and water resources to the community
- Maintain the Community Shelter Plan and Animal Disaster Response Plan
- Supervise the Shelter Management program (stocking, marking and equipping, etc.)
- Maintain and implement procedures for care and shelter of displaced citizens
- Maintain and implement procedures for the care and shelter of animals in an emergency
- Coordinate support with other County departments, relief agencies, and volunteer groups
- Designate a liaison to participate in all phases of the County emergency management program
- Provide emergency counseling for disaster survivors and emergency response personnel suffering from behavioral and emotional disturbances
- Coordinate with faith-based organizations and other volunteer agencies
- Identify emergency feeding sites (coordinating with the Red Cross and Salvation Army)
- Identify sources of clothing for disaster survivors (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations)
- Secure sources of emergency food supplies (with the Red Cross and Salvation Army)
- Coordinate operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross
- Coordinate special care requirements for sheltered groups such as children and the elderly

3.4.7 ESF-7: Resource Support

Primary County Agency: Board of Commissioners

Supporting County Agencies: Emergency Management Department, Finance Department Administrative Services, Public Works, and Sheriff's Office

Primary State Agencies: Department of Administrative Services, Office of State Fire Marshal Regional and Hazardous Materials Response Team No. 13, Department of Forestry, Military Department, State Police, Department of Transportation, Department of Human Services, Department of Agriculture, Emergency Management Department

Primary Federal Agencies: Department of Homeland Security and General Services Administration

Primary Agency Responsibilities:

- Establish and maintain procedures for employing temporary personnel for disaster operations
- Establish and maintain staff reserves in cooperation with law enforcement
- Coordinate reserve personnel deployment to County departments as needed
- Establish emergency purchasing procedures and/or a disaster contingency fund
- Maintain records of emergency expenditures for purchases and personnel

3.4.8 ESF-8: Health and Medical

Primary County Agencies: Public Health Department, Behavioral Health Department, and Emergency Medical Services

Supporting County Agencies: Emergency Management Department, Medical Examiner, and Board of Commissioners

Primary State Agency: Oregon Health Authority

Primary Federal Agency: Department of Health and Human Services

Health Department Responsibilities:

- Coordinate with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate support to public health, medical, and behavioral health services, including additional considerations for populations with functional needs
- Coordinate public health surveillance
- Coordinate the Strategic National Stockpile mass prophylaxis delivery and distribution, as needed
- Coordinate mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the dead
- Coordinate isolation and/or quarantine actions, as appropriate
- Coordinate dissemination of public health information
- Designate a liaison to participate in all phases of the County emergency management program

Emergency Medical Services Responsibilities:

- Provide emergency medical care and transport
- Coordinate EMS resources
- Request additional EMS assets as necessary

3.4.9 ESF-9: Search and Rescue

Primary County Agencies: Sheriff's Office (within the jurisdictional boundaries of Polk County)

Supporting County Agencies: Emergency Management Department, Emergency Medical Services, County Fire Defense Board, All Fire Districts/Departments, Civil Air Patrol, and Contiguous Counties and Memorandum of Understanding partners, Other Sheriff's Offices

Primary State Agencies: Emergency Management Department, Office of the State Fire Marshal, and State Police

Primary Federal Agencies: Department of Defense, Department of Homeland Security, and Department of Interior

Primary Agency Responsibilities:

- Coordinate available resources to search for and rescue persons lost outdoors
- Perform specialized rescue (e.g., water, high-angle, structural collapse) as appropriate
- Cooperate with and assist surrounding jurisdictions with resources requests
- Establish and monitor training standards for search and rescue personnel

3.4.10 ESF-10: Hazardous Materials Response

Primary County Agencies: Area Fire Districts/Departments

Supporting County Agencies: Sheriff's Office, Emergency Management Department, Public Works Department, and Public Health Department

Primary State Agencies: Department of Environmental Quality, Office of State Fire Marshal Hazardous Materials Response Teams No. 5 and 13, Department of Transportation (including the Rail and Public Transit Division for Hazardous Material Rail Incidents)

Primary Federal Agencies: Department of Homeland Security and Environmental Protection Agency

Primary Agency Responsibilities:

- Conduct oil and hazardous materials response (chemical, biological, etc.)
- Provide remote consultation, as needed
- Assess the potential health effects of a hazardous materials release
- Identify the need for hazardous materials incident support from regional and state agencies
- Recommend protective actions related to hazardous materials
- Conduct environmental short- and long-term cleanup

3.4.11 ESF-11: Agriculture and Animals

Primary County Agency: Sheriff's Office and Animal Control

Supporting County Agencies: American Society for the Prevention of Cruelty to Animals (by Mutual Aid Agreement)

Primary State Agencies: Department of Agriculture and Emergency Management Department

Primary Federal Agencies: Department of Agriculture and Department of Interior

Primary Agency Responsibilities:

- Conduct animal and plant disease and pest response
- Coordinate animal/veterinary/wildlife response during a disaster, including:
 - Rescue animals that have escaped confinement or are displaced

- Provide emergency care to injured animals
- Provide humane care, handling, and sheltering to animals (e.g., service animals, pets, livestock)
- Protect the State's natural resources from disaster impacts

3.4.12 ESF-12: Energy

Primary County Agency: Public Works Department

Supporting County Agencies: Emergency Management Department and Municipal Public Works Departments

Primary State Agencies: Department of Transportation, Department of Forestry, Department of Energy, Public Utility Commission

Primary Federal Agency: Department of Energy

Primary Agency Responsibilities:

- Coordinate with local utilities to restore and repair damaged infrastructure and systems
- Coordinate with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems
- Coordinate temporary emergency power generation capabilities to support critical facilities until restoration is complete. Critical facilities may include primary and alternate EOCs, hospitals/ critical care facilities, designated shelters, government offices/ facilities, water/sewage systems, and other essential community services.

3.4.13 ESF-13: Law Enforcement Services

Primary County Agency: Sheriff's Office

Supporting County Agencies: Justice Department, Local Police Departments, and Emergency Management Department

Primary State Agencies: Emergency Management Department, State Police, Department of Corrections, and Department of Justice

Primary Federal Agency: Department of Justice

Primary Agency Responsibilities:

- Protect life and property and preserve order
- Provide law enforcement and criminal investigation
- Provide traffic control, crowd control, and site security
- Isolate damaged areas
- Provide damage reconnaissance and reporting
- Implement security measures, including crowd and traffic control and managing restricted areas
- Evacuate affected populations, including prisoners, when required
- Implement search and rescue operations for missing people, including support in all body recovery operations
- Recruit, dispatch, and train volunteers to ensure adequate support for emergency response
- Designate a liaison to participate in all phases of the County emergency management program

3.4.14 ESF-14: Business and Industry

Primary County Agency: Emergency Management Department

Supporting County Agency: Board of Commissioners and Local Chambers

Primary State Agency: Business Oregon

Primary Federal Agency: Small Business Administration

Primary Agency Responsibilities:

- Coordinate with business and industry partners for private-sector support to response and recovery
- Identify short-term recovery assistance to business and industry partners
- Facilitate communication between business and industry partners and local, tribal, and State emergency management organizations
- Provide economic damage assessments for impacted areas

3.4.15 ESF-15: Public Information

Primary County Agency: Emergency Management Department

Supporting County Agencies: Sheriff's Office, Public Information Officer Network, Board of Commissioners, and Fire Districts/Departments

Primary State Agency: Emergency Management Department

Primary Federal Agency: Department of Homeland Security

Primary Agency Responsibilities:

- Conduct ongoing hazard awareness and public education programs
- Compile and prepare emergency information for the public in case of emergency
- Coordinate with other agencies to ensure consistency of education and emergency information
- Arrange for media representatives to receive regular briefings on the emergency status as needed
- Secure printed and photographic documentation of the disaster situation
- Handle unscheduled inquiries from the media and the public
- Be aware of non-English-speaking or bilingual communities in the County, preparing training and news releases accordingly
- Monitor the media and correct misinformation
- Oversee and provide information to call-takers who receive requests for assistance from the public

3.4.16 ESF-16: Volunteer and Donation Management

Primary County Agency: Family and Community Outreach

Supporting County Agencies: Emergency Management Department and Sheriff's Office

Primary State Agency: Emergency Management Department

Primary Federal Agency: Department of Homeland Security

Primary Agency Responsibilities:

- Address volunteer services for disaster survivors
- Coordinating the identification and vetting of volunteer resources
- Matching volunteer resources and donations with the unmet needs of the community
- Maintaining a donations management system to ensure the effective utilization of donated cash, goods, and services
- Providing guidance to personnel coordinating the management of undesignated cash donations, unsolicited goods, and emergent volunteers

- Directing unaffiliated volunteers to and coordinating with government-sponsored/organized volunteer organizations such as CERTs, Red Cross, Fire Corps, and/or Medical Reserve Corps, Volunteers in Police Services, SERV-OR, and volunteers associated with the faith-based community in completing their assigned tasks

3.4.17 ESF-17: Cyber and Infrastructure Security

Primary County Agency: Information Services Department

Supporting County Agency: Emergency Management Department

Primary State Agency: Department of Administrative Services

Primary Federal Agency: Department of Homeland Security

Primary Agency Responsibilities:

- Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture
- Provide response support for cybersecurity incidents and identify immediate corrective actions to contain damage, minimize further risk, and preserve evidence
- Manage mission assignments in coordination with supporting agencies
- Track the use of resources for cyber incident response through the EOC Finance Section

3.4.18 ESF-18: Military Support

Primary County Agency: Sheriff's Office

Supporting County Agency: Emergency Management Department

Primary State Agency: Oregon Military Department and Emergency Management Department

Primary Federal Agency: Department of Defense

Primary Agency Responsibilities:

- Working with the Oregon Military Department when it is necessary to:
- Coordinate, deploy, and manage the Oregon National Guard forces resources to assist civil authorities with the protection of life and property and to maintain peace, order, and public safety
- Mobilize and stage personnel and equipment to restore and preserve law and order and provide support to other ESFs, as directed by the State ECC
- Coordinate with the military to ensure mutual support during federal disaster relief operations

3.4.19 SA-1: Community Recovery

Primary County Agency: Emergency Management Department

Supporting County Agencies: Public Works Department and Central Services Department (Geographic Information Systems)

Primary State Agency: Emergency Management Department

Primary Federal Agencies: FEMA, Department of Commerce, Department of Health and Human Services, Department of Housing and Urban Development, US Army Corps of Engineers, Department of Interior

Primary Agency Responsibilities

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and government emergency recovery efforts

- Participating with state partners to conduct damage assessments; identifying and facilitating availability and use of recovery funding
- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning
- Coordinating logistics management and resource support, assisting as needed
- Locating, purchasing, and coordinating the delivery of resources necessary during or after an incident
- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds

3.5 Disaster Responsibilities Additional Considerations

3.5.1 Radiological Protection

Primary County Agencies: Area Fire Districts/Departments

Supporting County Agencies: Sheriff's Office, Emergency Management Department, Public Works Department, and Public Health Department

Primary State Agencies: Oregon Health Authority, Radiation Protection Services Department of Environmental Quality, Department of Environmental Quality, Office of State Fire Marshal Hazardous Materials Response Teams No. 5 and 13, and Department of Transportation (including the Rail and Public Transit Division for Hazardous Material Rail Incidents)

Primary Federal Agencies: Department of Homeland Security and Environmental Protection Agency

Primary Agency Responsibilities:

- Providing localized radiological monitoring and reporting network, when necessary
- Securing initial and refresher training for instructors and monitors
- Providing input to the statewide monitoring and reporting system from incident scenes, as necessary
- Under fallout conditions, providing County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government
- Providing monitoring services and advice at the scenes of accidents involving radioactive materials

3.5.2 Evacuation and Population Protection

Primary County Agency: Sheriff's Office and City Police Departments

Supporting County Agencies: Emergency Management Department and Fire Departments

Primary State Agencies: State Police and Emergency Management Department

Federal Agency: None

Primary Agency Responsibilities:

- Defining responsibilities of County departments and private-sector groups
- Identifying high-hazard areas and corresponding numbers of potential evacuees
- Coordinating evacuation planning, including:
 - Movement control
 - Health and medical requirements
 - Transportation needs
 - Emergency/disaster public information materials
 - Shelter and reception location

- Developing procedures for sheltering in place
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation
- Guiding commuting arrangements for essential workers during the evacuation period
- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period
- Conducting evacuation per County policy
- If an evacuation is instituted, notifying the Red Cross 1-800-RED-CROSS

3.5.3 Damage Assessment

Primary County Agencies: Assessor and Public Works Department

Supporting County Agencies: Community Development Department and Emergency Management Department

Primary State Agency: Emergency Management Department

Primary Federal Agency: Department of Homeland Security

Primary Agency Responsibilities:

- Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities
- Training and providing damage plotting team members to the EOC
- Assist with reporting and compiling information regarding deaths, injuries, and dollar damage to public facilities and private property
- Assist in determining the geographic extent of the damaged area
- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning
- Compile estimates of damage for use by County or city officials in requesting disaster assistance
- Supervise activities of all emergency environmental health services
- Coordinate emergency building inspections

3.5.4 Coordination with Special Facilities

Primary County Agency: Emergency Management Department

Supporting County Agency: Board of Commissioners

State Agency: None

Federal Agency: None

Primary Agency Responsibilities:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, volunteer agencies, and community partners
- Encouraging staff preparedness by participating in planning, training, and exercises
- Educating staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning
- Preparing and maintaining emergency plans and SOPs

3.6 Local and Regional Response Partners

The County's emergency organization is supported by several outside organizations, including the incorporated cities, service organizations, and the private sector. All regional partners supporting emergency response in Polk County include existing memoranda of understanding and Intergovernmental Agreements for Emergency Management Region IV.

3.6.1 Other Agency Responsibilities

Other County entities and leadership that are not assigned a role in this plan will make resources available for emergencies. For example, staff can assist with volunteer and donation organizations. The following services and organizations are available for emergency support:

- Polk County Circuit Court
- Area volunteer services and faith-based organizations
- School districts
- Damage and assessment services
- Financial and administrative services
- Media partners and public information network
- Private-sector partners identified in the Polk County Resource Directory

3.6.2 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. Also, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services. Essential private-sector responsibilities include:

- Plan for the protection of employees, infrastructure, and facilities
- Plan for the protection of information and the continuity of business operations
- Planning for incidents that impact private-sector infrastructure and facilities
- Collaborate with emergency management personnel before an incident occurs to estimate assistance may be necessary and how private-sector organizations can help
- Developing and exercising emergency plans before an incident occurs
- Establish applicable mutual aid and assistance agreements to provide specific response capabilities
- Assist local emergency management and public awareness, including volunteers

3.6.3 Nongovernmental and Faith-Based Organizations

Non-governmental (NGO) and faith-based organizations play essential roles before, during, and after an incident. In the County, nongovernmental/faith-based organizations such as the American Red Cross (ARC) provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote disaster recovery. NGO and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations. The roles of NGO and faith-based organizations in an emergency can include:

- Train and manage volunteer resources
- Identify shelter locations and supplies needed
- Provide critical emergency services to those in need, such as cleaning supplies, clothing, food, shelter, and assistance with post-emergency cleanup
- Identify those whose needs have not been met and help coordinate assistance

3.6.4 Individuals and Households

Although not formally a part of the County's emergency operations, individuals and households play an essential role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets
- Monitoring emergency communications carefully
- Volunteering with established organizations
- Enrolling in emergency response training courses
- Encouraging children to participate in preparedness activities

3.7 State Response Partners

Under the provisions of ORS 401.035, the Governor has broad responsibilities for the direction and control of all emergency activities in a State declared emergency (Oregon State Legislature, 2019). The Emergency Management Director is delegated authority by ORS 401.052 to 401.092 to coordinate all activities and organizations for emergency management within the State and coordinate emergency matters with other states and the federal government.

Note: See the State of Oregon CEMP for details on the State's Emergency Management Department and detailed roles and responsibilities for state departments.

Under department heads' direction and control, State government agencies represent the Oregon Emergency Management Department. The Governor assigns responsibility for conducting ESFs to the department best suited to carry out each function applicable to the disaster. Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

3.8 Federal Response Partners

The EMD typically requests federal response partners if State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal disaster declaration by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the Oregon CEMP and, if necessary, the National Response Framework.

Note: See the NRF for details on the federal government's EMD and detailed roles and responsibilities for federal departments.

4 Concept of Operations

4.1 General

Emergency/disaster operations focus on managing information and resources to protect life and property from harm. Primary responsibility for these functions lies at the level of local government. This EOP guides managing and coordinating large-scale incidents and events, describing how the Polk County EMD will conduct and coordinate the County's emergency operations. This plan is primarily applicable to extraordinary situations; it is not intended to respond to incidents managed using routine procedures and readily available resources.

When an incident occurs, the Polk County BOC may declare a state of emergency, and the Polk County Emergency Management Director may activate this EOP. If the disaster exceeds the local government's capability to respond, neighboring jurisdictions will request assistance according to existing mutual aid agreements and then from EMD (1-800-452-0311 or fax 503-588-1378).

The Polk County EMD will coordinate with the private sector to provide relief and human services to disaster survivors. These include volunteer organizations, clubs, churches, and businesses. Access to emergency services shall not be denied based on race, color, national origin, sex, age, disability, marital status, or religious or political affiliation. The EMD will also assist municipalities that do not have full-scale EMDs and adequate resources. Additionally, Polk County may supplement municipalities' emergency functions with developed emergency structures and plans.

4.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations occur and are designed to assist the County in following the National Preparedness Goal and mission areas, defined in Section 1 of this plan.

4.3 Response and Recovery Priorities

4.3.1 Response

Response activities within the County are undertaken immediately after an incident. The County's response priorities are defined below:

1. **Lifesaving:** Efforts to save lives and operations that minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to CIKR and minimize property damage.
3. **Environment:** Efforts to mitigate long-term impacts to the environment.

4.3.2 Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and

impact tax revenues within the County. This EOP is not a recovery plan; however, the County recognizes that response and recovery activities often occur concurrently until the life safety and emergency protective actions are completed.

Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or “new normal” conditions. Short-term recovery involves restoring critical services such as communications, water supply, sewage service, emergency medical capabilities, electricity, and garbage and debris removal. These functions must occur early in the emergency response to support the population's life, health, and safety and support other emergency operations. The County's recovery priorities for Critical Infrastructure and/or Key Resources (CIKR) are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the County
2. **Debris Removal:** Coordinate debris clearance, collection, and removal
3. **Infrastructure Restoration:** Facilitate restoration of CIKR

4.4 Incident Complexity Types

Incident types assist local, County, and State response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergencies within the County will not always fit neatly into these types, and any incident has the potential to intensify or expand to a higher type. Particular circumstances can require outside assistance for relatively minor incidents, depending on technical skills or equipment needed. The County follows State and federal incident type levels (Federal Emergency Management Agency, 2021).

4.4.1 Type 5

A minor and localized incident that is quickly resolved within existing County resources or limited outside help. A Type 5 incident has little or no impact on personnel or normal operations outside the locally affected area. Type 5 incidents do not typically require activation of this EOP or the EOC. Impacted emergency response personnel coordinate directly with their departments and each other to resolve the incident. Type 5 incidents include a small chemical spill, small fire, temporary power failure, or normal fire and police response requests.

4.4.2 Type 4

A Type 4 significant event or threat requires more than one department/response agency due to unusual characteristics or beyond the scope of available local resources. Type 4 incidents may require partial implementation of this EOP and the EOC. Examples of Type 4 incidents:

- Large or multiple structure fires
- Structural collapse
- Significant hazardous materials releases
- Extended power or utility outages
- Severe flooding
- Multi-fatality incidents
- Other external emergencies that may affect the County's response agencies or operations

4.4.3 Type 3

A Type 3 incident is a major emergency or imminent threat involving the coordinated response of the local, regional, state, and federal resources to save lives and protect the property of a large portion of the population. The effects of the emergency are wide-ranging and complex and may require the sheltering or relocation of the affected population. Under such conditions, this EOP will be implemented, and the EOC will be activated. Type 3 incidents include a major explosion, major hazardous materials release, major earthquake, or terrorism.

4.4.4 Type 2

A Type 2 incident requires the coordinated response of all levels of government to save the lives and protect the property of a large portion of the Polk County population. Alternatively, there may exist credibly sourced information regarding a threat to a specific asset or target. Such an emergency may require evacuation and shelter for affected populations. This plan will be implemented and the EOC fully activated under these conditions. Examples of Type 2 incidents include a considerable earthquake, flood, wildfire, or a large-scale industrial accident.

4.4.5 Type 1

A Type 1 incident is one that suddenly occurs and results in large-scale casualties, large numbers of evacuees, and/or widespread property loss, overwhelmed local and state response capabilities, and long-term impacts on the incident area. Under such conditions, this EOP will be implemented and the EOC fully activated. An example of a Type 1 incident is a terrorist attack involving a weapon of mass destruction that has occurred or is imminent based on credible and corroborated intelligence.

4.4.6 NIMS Incident Complexity Table

The five NIMS incident types start at relatively minor incidents, described in the table below.

Table 4-8. NIMS Incident Types

| NIMS Incident Complexity Table | |
|--------------------------------|--|
| Type 5 | <ul style="list-style-type: none"> ▪ The incident can be handled with one or two resources with up to six personnel ▪ Command and General Staff positions are not activated, except for the Incident Commander (IC) ▪ No written Incident Action Plan (IAP) is required ▪ The incident is contained often within an hour or a few hours after resources arrive |
| Type 4 | <ul style="list-style-type: none"> ▪ Command and General Staff functions are activated as needed ▪ Several resources are required to mitigate the incident ▪ The incident is usually limited to one operational period ▪ The Administrator has briefs to ensure that analysis and authority delegation is updated ▪ No written IAP, but a documented operational brief is completed for incoming resources ▪ The Administrator develops operational plans, including objectives and priorities |

| NIMS Incident Complexity Table | |
|---------------------------------------|---|
| Type 3 | <ul style="list-style-type: none"> ▪ When capabilities exceed the incident, the appropriate ICS positions are added as needed ▪ Some or all Command and General Staff positions are activated ▪ A Type 3 Team manages incidents needing significant resources until containment and control is achieved, or the incident expands to a Type 1 or 2 team ▪ The incident can go into multiple operational periods ▪ A written IAP may be required for each operational period |
| Type 2 | <ul style="list-style-type: none"> ▪ The incident extends beyond local capabilities and is expected to go into multiple operational periods. ▪ It can require staffing resources out of the area, including regional and/or federal. ▪ Most, or all, of the Command and General Staff and functional unit positions, are filled ▪ A written IAP is required for each operational period ▪ Operations periods typically do not exceed 200, and incident personnel do not exceed 500 ▪ The Administrator is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority |
| Type 1 | <ul style="list-style-type: none"> ▪ A Type 1 incident is the most complex, requiring national resources to manage and operate ▪ All Command and General Staff positions are activated ▪ Operations personnel often exceed 500, and total personnel exceed 1,000 ▪ Branches need to be established ▪ The agency administrator holds briefings to ensure analysis and authority delegation is updated ▪ Use of resource advisors at the incident base is recommended |

4.5 Incident Management

4.5.1 Activation

When an emergency arises, the Emergency Manager determines the regular organization and functions of the County government are insufficient to meet response requirements. The Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene IC. In addition, the Emergency Manager may partially or fully activate and staff the County EOC based on an emergency's type, size, severity, and anticipated duration. An emergency declaration is not required to implement the EOP or activate the EOC. Upon notification that the EOC has been activated and/or an emergency has been declared, all involved County emergency services will implement their plans and procedures and provide the Emergency Manager with the following information:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- Significant concerns and issues dealing with potential or actual loss of life or property

Note: Refer to the Immediate Action Checklist for the Emergency Manager's (or designee's) initial actions when this EOP is implemented.

4.5.2 Alert and Warning

Warnings, emergency information, notifications, or disaster reports received by County personnel will be relayed to the Emergency Manager and the 9-1-1 Dispatch Center. County response personnel will communicate and receive notifications using traditional communications technology such as landline and cellular telephones, faxes, pagers, internet/e-mail, and radio throughout response activities as long as these resources are available. Emergency/disaster notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners will be notified and coordinated through the County EOC as appropriate.

See ESF-2: Communications for more details.

4.5.3 Communications

The ability of responders from different agencies and disciplines to work together depends on their ability to communicate. Plain language is essential for first responders and public safety and will be used by all County personnel during emergencies. Common terminology enables personnel from emergency responders, the County and EOC, neighboring jurisdictions, and the State, to communicate clearly and effectively coordinate regardless of an incident's size, scope, or complexity. A public warning and broadcast system has been established through the County to provide emergency information and instructions during a pending or actual emergency incident.

See ESF-2: Communications for detailed information regarding how these systems are accessed, managed, and operated throughout an emergency's duration.

4.5.4 Interoperability

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together through systems, personnel, and equipment. The County developed an interoperability plan for incident response operations that require continuous information sharing among jurisdictions, disciplines, organizations, and agencies.

4.5.5 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and provide the basis for emergency alert and warning (when an outside agency does not receive an incident alert). Situational awareness is the ongoing collection, analysis, and sharing of information across agencies and intergovernmental and private sectors. Intelligence gathering collects security and operational information, such as collecting severe weather forecasts from the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents. On a day-to-day basis, and during Type 1 and 2 incidents when the EOC is not fully activated, the County, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations
- Share and evaluate information from multiple sources

- Integrate communications and reporting activities among responding agencies
- Monitor threats and hazards
- Share forecasting of incident severity and needs

If activated, the EOC Planning Section Chief will lead situational awareness and intelligence gathering activities and functions unless otherwise designated. If a criminal or terrorist incident is suspected, the County Sheriff's Office will notify the Oregon Terrorism Information Threat Assessment Network Fusion Center (OTFC). During a terrorist incident, the OTFC will support situational awareness and intelligence gathering functions.

4.5.6 Resource Management

When the EOC is activated, the Logistics and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all County resources. In a situation where resource allocations are in dispute, the BOC has the final allocation authority. County resources will be allocated according to the following guidelines:

Deploy resources according to the following priorities

1. Protection of life
2. Protection of responding resources
3. Protection of public facilities
4. Protection of private property

Consider the following

- Distribute resources so that the most benefit is provided for the number of resources expended.
- Coordinate citizen appeals for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide citizens with information about where to make these requests.
- Activate mutual aid agreements as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, State, and federal resources through an emergency declaration.

Resource Typing

The County utilizes resource typing, standardizing equipment requests, and managing resources during an incident per NIMS. A typed resource list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for inaccurate or inappropriate equipment for the situation. County response personnel and support staff are trained and exercise using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

Personnel Credentialing

At this time, the County has not implemented a formalized credentialing program. Should one be implemented, the program will be developed with technical assistance from EMD and document personnel and authenticate and verify their qualifications.

Volunteer and Donations Management

At this time, the County does not have a formal volunteer and donations management program in place. A formal program is the most efficient and effective use of unaffiliated volunteers, organizations, and unsolicited donated goods. Technical assistance for implementing NIMS/ICS volunteer and donations management procedures is available from the EMD. During a Type 2 incident, when the EOC is activated, but an emergency has not been declared, the Emergency Manager will coordinate and manage volunteer services and donated goods through the County EOC. The EMD will have support from the Red Cross, Salvation Army, and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow NIMS/ICS standards.

4.5.7 Access and Functional Needs Populations

Access to emergency services shall not be denied based on color, national origin, sex, age, sexual orientation, or functional needs. Vulnerable and Special Needs Populations are community members who experience physical, mental, or medical care needs and may require assistance before, during, and after an emergency incident. Examples of individuals who have access and functional:

- Individuals who are deaf or hard of hearing
- Individuals with limited English proficiency
- Individuals with intellectual or developmental disabilities
- Children and the elderly
- Individuals without vehicles
- Individuals with special dietary needs
- Individuals who experience physical disabilities

4.5.8 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the County. The County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues for children whenever possible. Individuals with children are primarily responsible for minimizing the impact of disasters on themselves and their children. The Emergency Manager will assist parents by providing accessible preparedness information, hazard information, and critical public services to the greatest extent possible.

4.5.9 Animals in Disaster

While protecting human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the owners' responsibility. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups, and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through EMD.

4.5.10 Demobilization

As the incident progresses and the immediate response subsides, a transition period will occur. Emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations. With advice from EOC IC and/or on-scene IC, the BOC will determine when a state of

emergency no longer exists, emergency operations can be terminated, and normal County functions can be restored. The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times
- Demobilization priorities as established by the on-scene IC and/or EOC IC
- Released or demobilized response resources as approved by the on-scene IC and/or EOC IC
- Repair and maintenance of equipment, if necessary

4.5.11 Transition to Recovery

Once the immediate response phase is complete, the County will restore normal government operations and community services as soon as possible. A transition from response to recovery may occur at different times in different areas of the County. Restoring vital community services includes basic public services such as power, communication, water and sewage, disposal of solid and hazardous wastes, and essential human needs like food, clothing, and shelter. Once stability is achieved, the County can focus on long-term recovery efforts to achieve full or improved operational capabilities.

During the recovery period, the County will review and implement mitigation measures, collect lessons learned and share them within the emergency response community, and reassess this EOP, including annexes, to identify deficiencies and take corrective actions. Resources to restore or upgrade damaged areas may be available if the County demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

See SA-1: Community Recovery, Mitigation, and Economic Stabilization for specific procedures and plans to support recovery, mitigation, and economic stabilization for the County following a disaster.

5 Command and Control

5.1 General

Following ORS 401.305, the County is responsible for direction and control during an emergency (Oregon State Legislature, 2019). The BOC Chairperson has the authority to assume executive control over all County entities and offices during a state of emergency. The Chairperson is responsible for performing duties such as imposing regulations, ensuring preparedness and mitigation measures are enforced, and designating emergency areas. If the Chairperson cannot perform the duties, individuals identified in the County Code of Ordinance (Polk County, 1993) will take over these duties.

The Chairperson may declare a state of emergency, implement this plan, activate staff, and fully or partially activate the County EOC. If one or more of these actions are implemented, County BOC will receive a report on the situation as soon as possible. When a situation expands beyond Polk County's response capabilities, the County will request outside assistance from other political jurisdictions or organized volunteer groups. Under ORS 401, Emergency Management, the BOC Chairperson may take extraordinary measures to ensure successful emergency management (Oregon State Legislature, 2019).

The BOC Chairperson will provide overall response activity direction for all Polk County departments. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Management Director. Under direction from the Emergency Management Director, the Emergency Manager ensures that emergency response systems are developed and maintained. The EOP and its annexes identify specific positions and responsibilities for applicable County entities. Government entities are assigned emergency activities that are closely related to their regular operations. Each agency is responsible for developing and maintaining emergency-related SOPs.

5.2 On-Scene Incident Management

The responding agency will manage the initial response to an incident (e.g., Public Works Department, Sheriff's Office, and/or local fire service agencies) and assign an on-scene IC. The on-scene IC is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene IC may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. After establishing ICS, the on-scene IC will notify the Emergency Manager and request County EOC activation, as appropriate. The on-scene IC may also establish an on-scene Unified Command structure with County and state leads.

5.3 Emergency Operations Center Support to On-Scene Operations

The County will activate the EOC and assign an EOC IC depending on an incident's type and size or request from the on-scene IC. The EOC and EOC IC support the on-scene IC, emergency operations, and coordinating County resources. An EOC activation request is submitted to the Emergency Manager, who determines if the EOC is activated. If activated, the Emergency Manager will be the EOC IC or designate the role to the next in succession, listed in Table 1-3.

Command and Control

In most instances, the on-scene IC will retain tactical control over the affected area, relying on the County EOC for resource coordination, communications, and public information support. In a more complex incident, the on-scene IC may relocate to the County EOC to serve as the Unified Command (UC) or Multi-Agency Coordination Group. This larger ICS structure ensures successful resource coordination across response entities. Outside assistance from neighboring jurisdictions or private contractors will be requested and used as an adjunct to existing County services only when a situation threatens to expand beyond the County's response capabilities. After activating the County EOC, the EOC IC is empowered to assume executive control over all departments, divisions, and offices of the County during a state of emergency. If appropriate, the on-scene IC or EOC IC may request that the BOC declare a state of emergency.

5.4 Polk County Emergency Operations Center

The EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the County seat of government for the duration of the crisis.

5.4.1 Emergency Operations Center Activation

After activating the EOC, staff will assemble and exercise direction and control, as outlined below:

- The BOC Chairperson, Emergency Manager, or Director can activate the EOC.
- The on-scene IC can retain control of the incident site while the EOC IC coordinates and prioritizes necessary County resources.
- The EOC IC assigns required staff, the alert level, and coordinates personnel from other County entities and community organizations.
- County entities conduct emergency operations and can be supported by trained reservists, established volunteer groups, mutual aid agreements, and private contractors.
- EOC communications equipment is provided for receiving information, disseminating instructions and notifications, and coordinating emergency operations.
- The on-scene IC may set up an on-scene Incident Command Post (ICP) to maintain situational awareness and coordinate resource deployment with the County EOC.
- The EOP Annexes define and assign emergency functions for other entities and organizations.
- The EOC may operate on a 24-hour basis and require multiple shifts or operational periods.

See Appendix B: Incident Action Planning Cycle for more information on the activities during an operational period and an Incident Action Plan development.

5.4.2 Emergency Operations Center Location

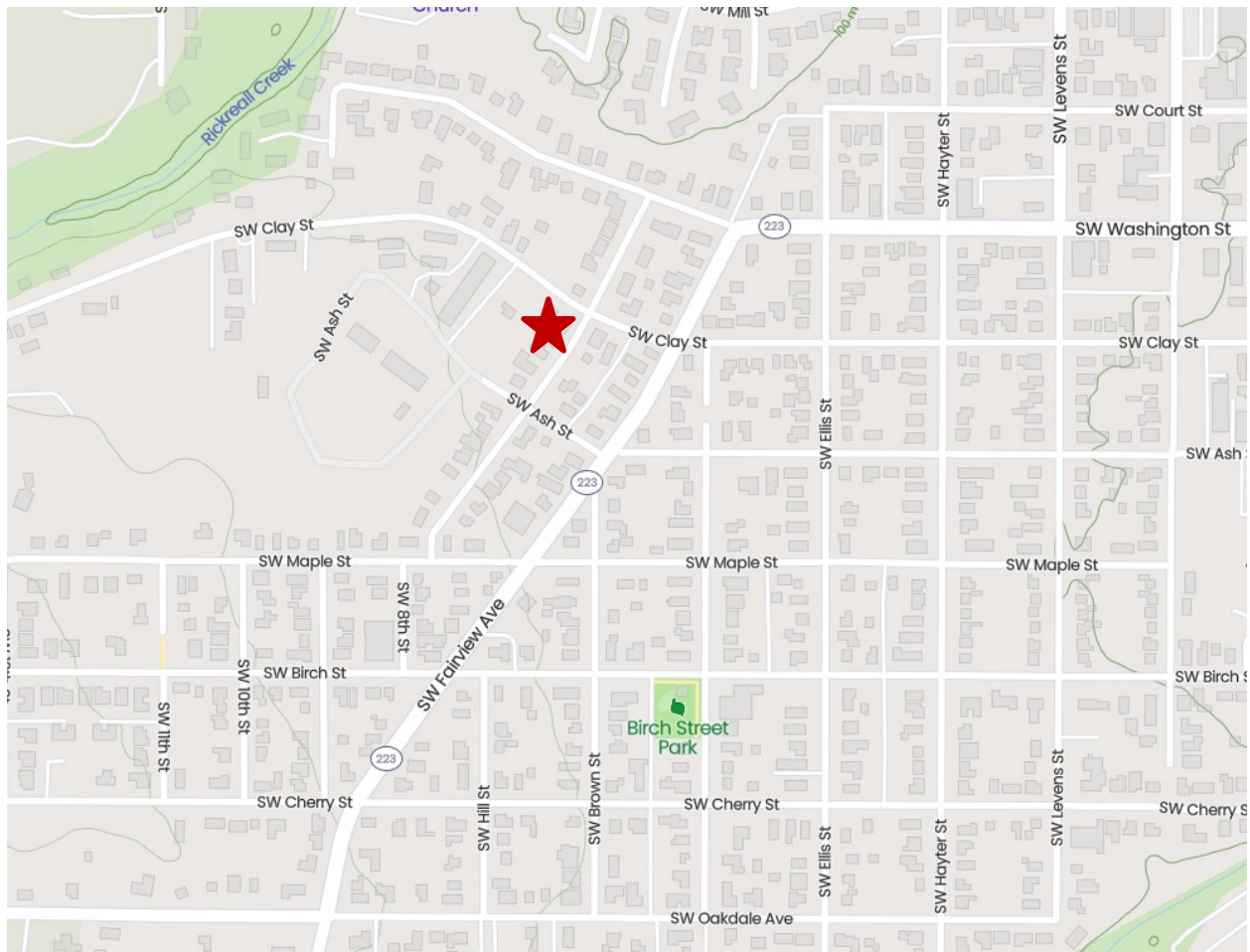
County emergency resources coordination and control will occur at the EOC as long as environmental and incident conditions allow. The location of the EOC can change depending on the incident. If conditions require EOC relocation, the EOC IC will designate another safe and practical location. The pre-established EOC primary and alternate locations are Figures 5-1 and 5-2, starting on the next page.

Command and Control

Command and Control

Polk County Primary EOC: Emergency Management Department, 820 SW Ash Street, Dallas, OR 97338

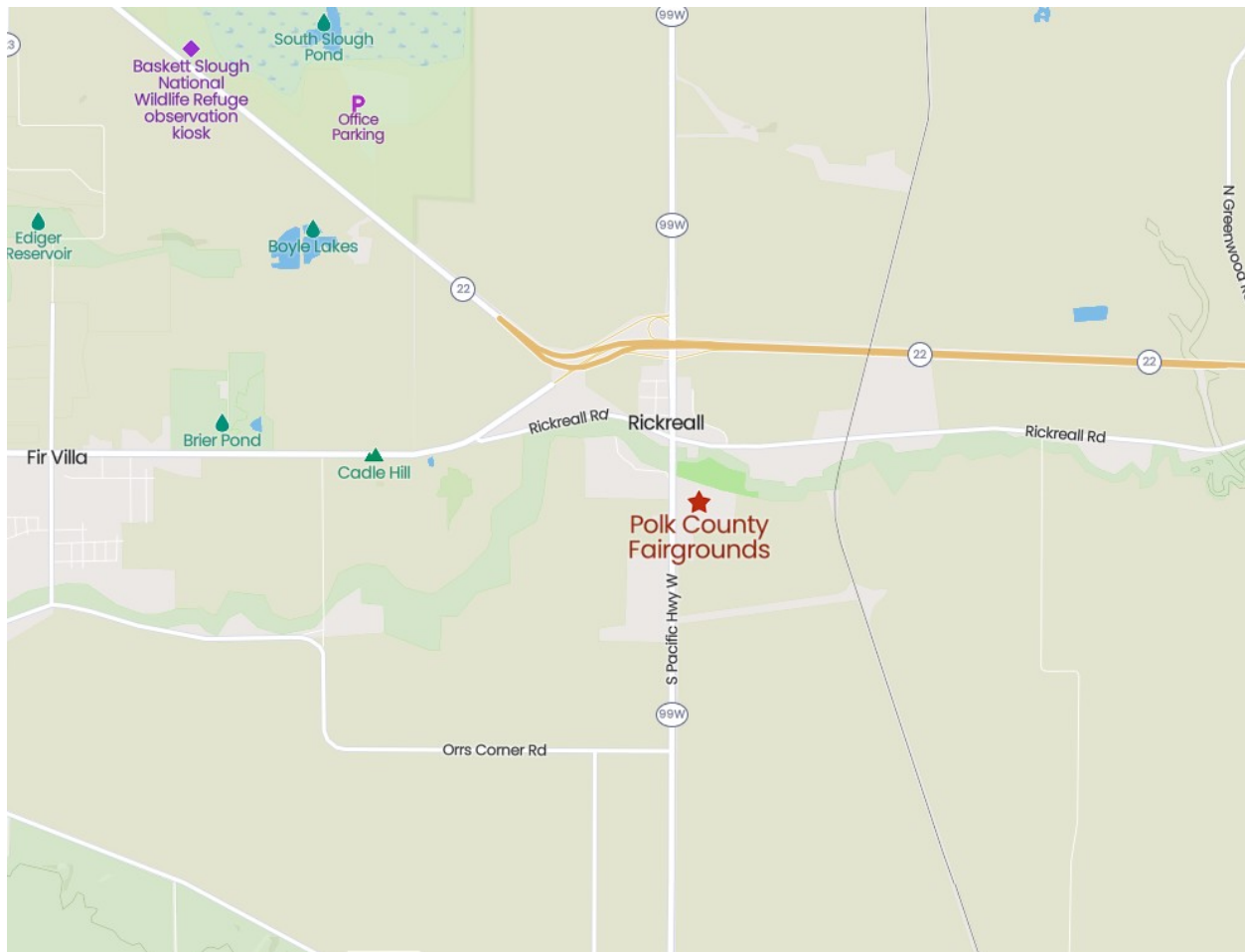
Figure 5-6. Primary EOC Location Map (© OpenStreetMap contributors)



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County EOC Alternate Location: Polk County Fairgrounds, 520 S Pacific Hwy West, Rickreall, OR 97371

Figure 5-7. Alternative EOC Location Map (© OpenStreetMap contributors)



5.4.3 Emergency Operations Center Staffing

Depending on the incident type, County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene EOC IC may change to meet the needs of the incident. If local staffing resources are not adequate to maintain the County EOC, the County may request support from the State.

County departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) must report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions. Due to limited personnel and resources available in the County, all primary and alternate EOC staff must be cross-trained on ICS functions outside their areas of expertise. Setting a schedule for regular exercises to test the County's ICS roles with volunteers and other support staff will improve emergency response operations in the EOC during real-life events.

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5.4.4 Access and Security

During an emergency, access to the County EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. The EOC IC may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel authorized to be present, including prox-card use.

5.4.5 Incident Management Software

The County utilizes OpsCenter emergency management software to help gather, analyze, and disseminate information in the County EOC. The County Emergency Manager is responsible for training EOC staff on the use of software, and a User's Manual is maintained in the County EOC. EMD provides technical support for the OpsCenter software when needed.

5.4.6 Deactivation

Each incident is evaluated to determine the need for the EOC's continued operation after the emergency response phase of the incident has been completed. This decision is made by the on-scene IC, EOC IC, and BOC Chairperson. During the initial recovery period for a major disaster, the IC may want to continue operating the County EOC during the day with limited staffing. This schedule will allow disaster relief information to be issued to the public and other departments. This alternative should be weighed against the option of immediately requiring the BOC and staff to manage recovery operations as part of their daily responsibilities.

The BOC has the final approval authority for EOC activation and securing from the incident. Once the decision has been made to reduce hours/staff or shut down the EOC, notifications must be disseminated to all entities involved in the incident response. If the situation changes again, the EOC may also be re-opened and emergency operations re-initiated as needed.

5.5 Incident Command System

All levels of government entities are required to incorporate NIMS and ICS into emergency response plans and procedures, according to Presidential Directive-5 (Bush, 2003). NIMS defines the standard processes and structures for interoperability between multiple entities responding to an incident. Within NIMS is ICS – a standardized, flexible, and scalable incident response organizational structure designed to be used during the entire incident response period. Polk County utilizes NIMS and ICS to manage resources and activities during an emergency response and using common terminology to communicate with other responding entities.

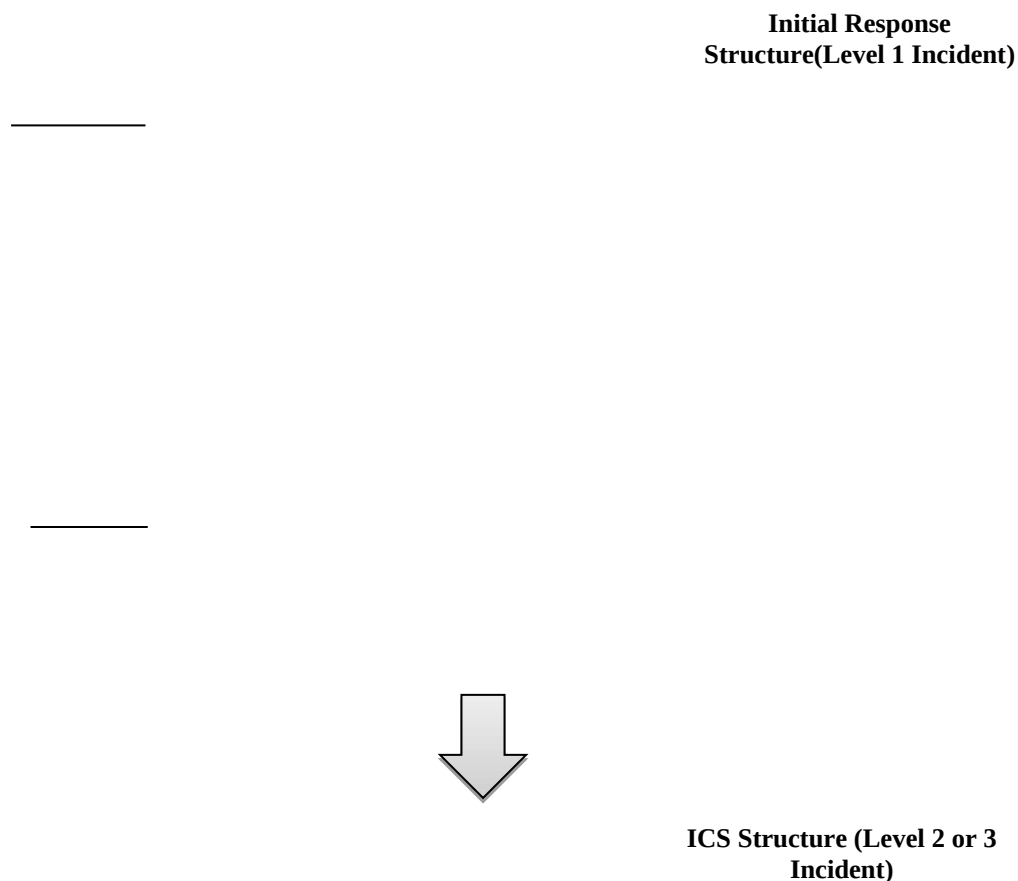
The County ICS structure can be expanded or reduced as an incident evolves. During a large-scale incident (Incident Type 2 or 1), the County ICS can be staffed by qualified personnel from outside organizations, neighboring jurisdictions, the State, or FEMA. The County ICS structure can also be minimized for smaller-scale emergencies such as an event requiring a single emergency response agency (Incident Type 5 or 4). The County has established an EMD, supporting EOC activation, ICS operational procedures, and position checklists. The EOC stores the latest versions of the checklists.

In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Therefore,

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all primary and alternate EOC staff must be cross-trained on ICS functions outside their areas of expertise. Regularly exercising the ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing emergency management and response organizations.

Table 5-9. A Scalable County Incident Command Structure



5.5.1 Emergency Operations Center Incident Commander

The EOC IC is responsible for the operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC IC is responsible for:

- Maintaining EOC operations following the principles of ICS and NIMS
- Approving and supporting the implementation of an IAP
- Coordinating activities in support of emergency operations
- Approving the release of information through the PIO
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer

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- PIO
- Liaison Officer
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC IC may change to meet the needs of the incident

5.5.2 Emergency Operations Center Command Staff

Safety Officer

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas
- Implementing site and access control measures
- Monitoring and assessing the health and safety of response personnel and support staff
- Preparing and implementing a site Health and Safety Plan and updating the EOC IC, on-scene IC, and Operations Chiefs as necessary regarding safety issues or concerns
- Exercising emergency authority to prevent or stop unsafe acts

Public Information Officer

The PIO will coordinate and manage the County's public information network, including local, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

- Develop, coordinate a single message, and release information to the media and public
- Coordinate information sharing among the public information network through a Joint Information System (JIS) and support the JIC as needed
- Implementing information clearance processes with the EOC IC
- Conducting and/or managing media briefings and implementing media-monitoring activities

Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the County EOC, depending on the type of emergency incident. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the Red Cross.

Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders
- Coordinating information and incident updates among interagency contacts, including the public information network
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC IC, government officials, and stakeholders

The annexes attached to this plan contain general guidelines for County staff, volunteer organizations, neighboring jurisdictions, County officials and departments, and other response agency staff to carry out assigned Command Staff responsibilities at the County EOC.

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5.5.3 EOC General Staff

Operations Section Chief

The lead agency managing incident response typically fills the Operations Section Chief role. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

- **Fire Services:** Emergencies involving fires, earthquakes with search and rescue efforts, or a hazardous materials release event
- **Law Enforcement:** Incidents involving civil disorder/disturbance, significant public safety/security concerns, transportation-related accidents, or criminal investigations
- **Public Health Officials:** Food and/or water contamination, disease outbreaks, or any other emergencies that pose a threat to humans, animals, and environmental health
- **Public Works:** Incidents with major utility disruptions or damage to critical infrastructure

Private entities, companies, and non-governmental organizations may also support the Operations Section. Examples of support:

- Grassroots social media support for situational awareness, as well as identifying and connecting resources to citizens in need
- Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for:

- Developing and coordinating tactical operations to carry out the IAP
 - Managing field response activities
 - Directing implementation of unit operational plans
 - Requesting resources as needed
- Managing and incorporating community partners and stakeholders (private entities, companies, and non-governmental organizations) into response operations

Planning Section Chief

The Planning Section is responsible for forecasting the needs of the response and implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting and evaluating information and distributing incident information through status summaries
 - For terrorist incidents, liaise with the OTFC
- Maintaining resource status
- Preparing and disseminating the IAP, including developing alternatives for tactical operations
- Conducting planning meetings

Logistics Section Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending

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on the incident's type and size, these units can be divided into service and support branches. The Logistics Chief is responsible for:

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel
- Coordinating with the Planning Section to estimate future support and resource requirements
- Assisting with the development and preparation of the IAP

Finance/Administration

The Finance/Administration Section is activated for large-scale incidents or incidents that require emergency funding or the use of specialized services and equipment that are not within the County's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, responding agencies may not require outside assistance during some incidents, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning Section. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident
- Maintaining accounting, procurement, and personnel time records
- Conducting cost analyses

5.5.4 Unified Command

Unified Command (UC) allows agencies with jurisdictional function and authority to jointly provide management direction to an incident through a standard set of incident objectives and strategies and a single IAP. Each participating agency maintains its authority, responsibility, and accountability.

Table 5-10 - Single Incident Commander vs. Unified Commander (Federal Emergency Management Agency, 2018)

| Single Incident Commander | Unified Command |
|---|--|
| <p>The Incident Commander is solely responsible (within the confines of their authority) for establishing incident objectives and strategies.</p> <p>The Incident Commander is directly responsible for ensuring that all functional area activities accomplish the strategy.</p> | <p>The individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, plans, resource allocations, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.</p> |

5.5.5 Area Command

An Area Command is a management structure established to oversee multiple incidents handled by separate organizations or extensive incidents involving multiple organizations in the same area. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control, and does not have operational responsibilities. If activated, the Area Commander sets priorities:

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- De-conflicts incident management objectives with other ICS organizations and established policies
- Identifies critical resource needs and reports them to the EOCs
- Allocates critical resources according to incident priorities
- Conducts oversight
- Ensures proper management and effective communication and provides for personnel accountability and a safe operating environment
- Ensures that short-term recovery is coordinated and transitions to fully recovered operations

5.5.6 Multi-Agency Coordination

If the County coordinates a response with other government entities that have authority over the incident, the County may implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together to form MAC Groups. Other names for MAC Groups include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies. It can also establish the incident priorities, harmonize agency policies, and provide strategic guidance and direction to support incident management objectives.

6 Plan Development, Maintenance, and Implementation

6.1 Plan Review and Maintenance

The EOP will be reviewed and signed a maximum of every two years per FEMA. FEMA also recommends reviewing and updating after these triggers (Federal Emergency Management Agency, 2020):

- New senior elected or appointed official
- Changes in demographics, geographic boundaries, and risk assessments
- A change in resources
- After each time the plan is activated
- After a significant exercise
- A major real-life event

This review will be coordinated by the County Emergency Manager every two years at the most. It will include members from each County entity assigned as lead agencies in this EOP and annexes. In addition, lead agencies will review the annexes and appendices assigned to their respective departments. At a minimum, this review will:

- Verify contact information
- Review the status of resources noted in the plan
- Evaluate the procedures outlined in the plan to ensure their continued viability

Recommended changes should be forwarded to:

Dean Bender, Emergency Manager
Polk County Emergency Management
820 SW Ash Street
Dallas, OR 97338-3185
bender.dean@co.polk.or.us

6.2 Training Program

Incorporate ICS/NIMS concepts in all facets of an emergency to assist with training and preparing essential response staff and supporting personnel. Each agency and department is responsible for ensuring that critical staff is identified and trained at a level that effectively executes existing response plans, procedures, and policies.

The County Emergency Manager coordinates training for County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region. Current training and operational requirements set forth under NIMS have been adopted and implemented by the County. The minimum training requirements are listed in Table 6-1. The Emergency Manager maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers listed in the ESFs, IAs, and SA.

Table 6-11. Minimum Training Requirements

| Emergency Personnel | Training Required |
|---|----------------------|
| Direct role in emergency management or emergency response | ICS-100b and IS-700a |

| Emergency Personnel | Training Required |
|--|---|
| First-line supervisors, mid-level management, Command, and General Staff | ICS-100b, 200a, and IS-700a |
| Supervisory role in expanding incidents or a management role in an EOC | ICS-100b, 200a, 300, and IS-700a |
| Management capacity in an Area Command situation or EOC | ICS-100b, 200a, 300, 400, and IS-700a, 701a |
| Public Information Officers | IS-702a |
| Resource management | IS-703a |
| Communication or incident information systems | IS-701a |
| Development of mutual aid agreements and/or mutual aid operational plans | IS 706 |
| Planning | IS-800b |

6.3 Exercise Program

The County will conduct exercises throughout the year to test and evaluate this EOP. The County will coordinate with agencies, organizations (nonprofit, for-profit, and volunteer), neighboring jurisdictions, and State and federal government to participate in joint exercises. These exercises will consist of various exercises, including tabletop, drills, functional, and full-scale.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <https://training.fema.gov/programs/hseep/>. The Emergency Manager will work with County departments and agencies to identify and implement corrective actions and mitigation measures based on Emergency Management Department exercises.

6.4 Event Critique and After-Action Review

After each exercise, the Emergency Manager will conduct a review, or “hot wash,” with exercise participants to document and track lessons learned from exercises. The Emergency Manager will also coordinate an After-Action Review (AAR), which will describe the objectives of the exercise, document the results of the evaluation, and improve the County’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. The Emergency Manager will ensure the EMD addresses equipment, training, and planning gaps identified in the AAR.

6.5 Community Outreach and Preparedness Education

The County will educate the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County’s overall readiness. The County’s public education programs, hazard and mitigation information, and other emergency management

and emergency services can be found on the County's website at <https://www.co.polk.or.us/em>.

6.6 Funding and Sustainment

The County's priority is to fund and maintain an EMD that ensures its ability to respond to and recover from disasters. The Emergency Manager will work with the BOC and community stakeholders to identify funding sources for emergency management programs, personnel, and equipment. Ensure the BOC is informed of progress in response and recovery capabilities and is aware of gaps to be addressed.

Appendix A. Emergency/Disaster Declaration Forms

Local Emergency or Disaster Declaration

WHEREAS, the County of Polk on the [dd] day of [mm], 20[yy], has:

- ☐ Suffered widespread or severe damage, injury, or loss of life and/or property.
- ☐ Determined there is an imminent threat of widespread or severe damage, injury, or loss of life and/or property resulting from [conditions].

WHEREAS, the Board of Commissioners has determined that extraordinary measures must be taken to protect and alleviate people's suffering and protect or rehabilitate properties.

WHEREAS, Chapter 401, section 305 of the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Management provides the basis for invoking this Emergency Declaration for seven days from the date this form was signed unless the Board of Commissioners consents the same is continued.

NOW, THEREFORE, BE IT PROCLAIMED by the Board of Commissioners of Polk County:

1. A state of emergency is declared within Polk County
2. The Emergency Operations Plan has been activated
3. Chapter 401, section 305 of the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Service procedures, provides the basis for invoking this Emergency/Disaster Declaration for seven days from the date hereof, unless the same is continued consent the Polk County Court, Oregon.
4. That this proclamation shall take effect immediately from and after its issuance

ORDERED this the [dd] day of [mm], 20[yy]:

Commissioner, Polk County

Commissioner, Polk County

Commissioner, Polk County

APPROVED:

County Counsel, Polk County

Local Emergency or Disaster Declaration Extension

WHEREAS, on [date of initial declaration], the Board of Commissioners issued an Emergency/Disaster Declaration declaring a state of emergency for Polk County resulting from [conditions].

WHEREAS, the conditions necessitating the declaration of a state of emergency continue to exist.

WHEREAS, Chapter 401, section 305 of the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Management provides the basis for invoking this Emergency Declaration for seven days from the date this form was signed unless the Board of Commissioners consents the same is continued.

NOW, THEREFORE, BE IT PROCLAIMED by the Board of Commissioners of Polk County:

1. The state of disaster proclaimed for Polk County by the Board of Commissioners [date of initial declaration] shall continue until terminated by order of the Board.
2. This Declaration Extension shall take effect immediately after it is signed and published per the Polk County Charter, and it is so ordained.

ORDERED this the [dd] day of [mm], 20[yy]:__

Commissioner, Polk County

Commissioner, Polk County

Commissioner, Polk County

APPROVED:

County Counsel, Polk County

Municipal Emergency or Disaster Declaration

WHEREAS, the City of [city name] on the [dd] day of [mm], 20[yy], has:

- ☐ Suffered widespread or severe damage, injury, or loss of life and/or property
- ☐ Determined there is an imminent threat of widespread or severe damage, injury, or loss of life and/or property resulting from [conditions], and

WHEREAS, the Mayor of the City of [city name] has determined that extraordinary measures must be taken to protect and alleviate the suffering of people and to protect or rehabilitate property;

WHEREAS, Chapter 401, section 305 of the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Management provides the basis for invoking this Emergency Declaration for seven days from the date this form was signed unless the Board of Commissioners consents the same is continued.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of the City of [city name]:

1. A state of emergency is declared within the City of [city name]
2. The City of [city name] Emergency Operations Plan has been activated
3. That this proclamation shall take effect immediately from and after its issuance

ORDERED this the [dd] day of [mm], 20[yy]:

Mayor [name]

City of [city name]

APPROVED:

City Clerk

City of [city name]

Municipal Emergency or Disaster Declaration

Extension City of [city name] Ordinance Number [#]:

WHEREAS, on [date of initial declaration], the Board of Commissioners issued an Emergency / Disaster Declaration declaring a state of emergency for Polk County resulting from [conditions]; and

WHEREAS, the conditions necessitating the declaration of a state of emergency continue to exist; and

WHEREAS, Chapter 401, section 305 of the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Management provides the basis for invoking this Emergency Declaration for seven days from the date this form was signed unless the Board of Commissioners consents the same is continued.

NOW, THEREFORE, BE IT PROCLAIMED by the Board of Commissioners of Polk County:

1. The state of disaster proclaimed for Polk County by the Board of Commissioners [date of initial declaration] shall continue until terminated by order of the Board.
2. This Declaration Extension shall take effect immediately from and after its passage and publication following the Polk County Charter provisions it is so ordained.

ORDERED this the [dd] day of [mm], 20[yy]: __

Mayor, City of [city name]

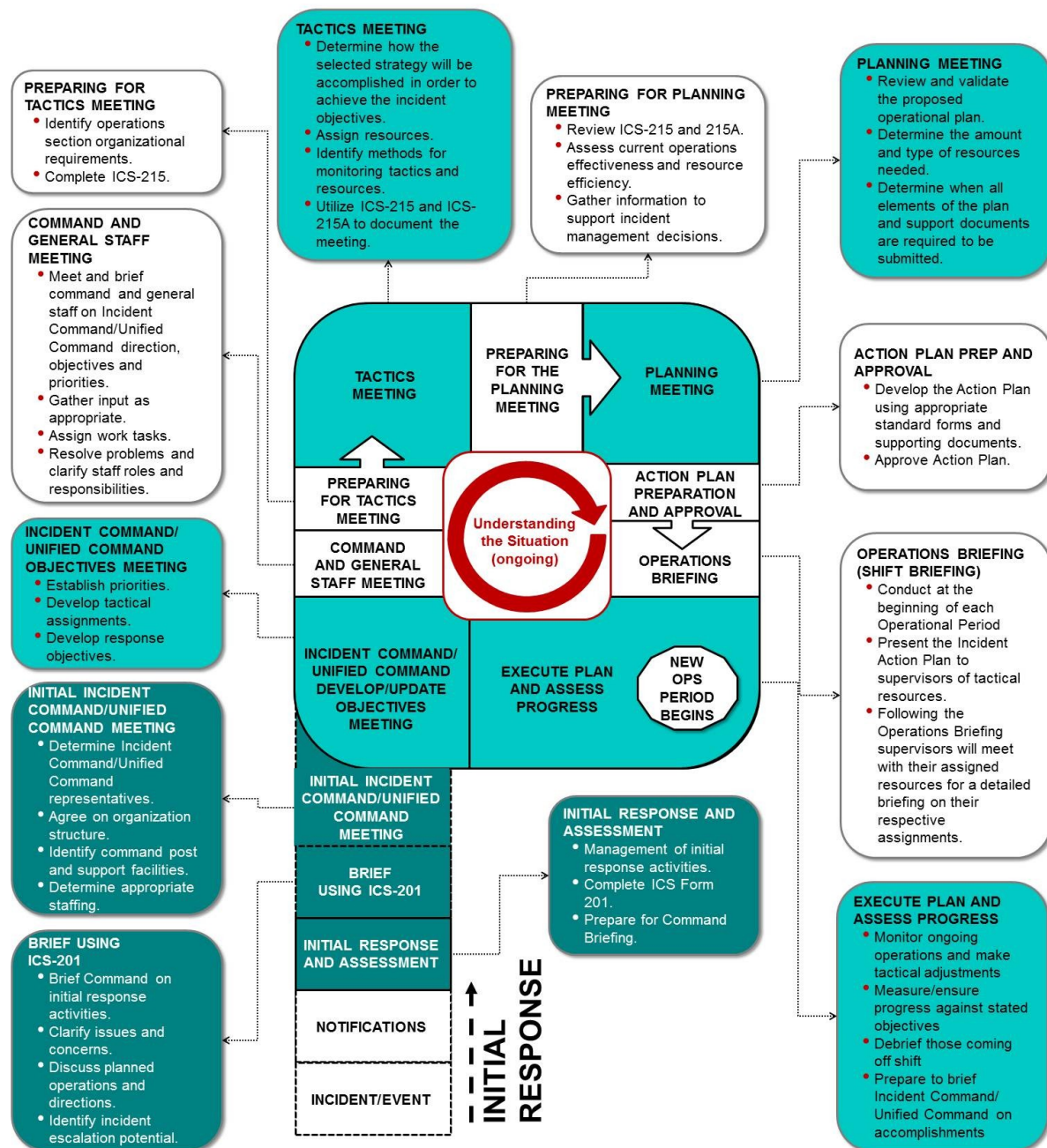
APPROVED:

City Clerk, City of [city name]

Appendix B. Incident Action Planning Cycle

An Incident Action Plan (IAP) is how Incident Command communicates their expectations and provides collaboration and participation among all levels of incident management. A complete IAP facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The Planning “P” in Figure B-1 outlines the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period, whereas the top of the leg of the “P” is the beginning of the first operational planning period cycle.

Figure B-8. Planning “P”



Incident Action Plan Components and Assembly Sequence

Table B-12. Incident Action Plan Components and Assembly (Federal Emergency Management Agency, 2015)

| Order | ICS Form | Title | Required | Prepared By |
|-------|------------------|--|-------------------------------------|--|
| 1 | 200 | Cover Sheet | Always | Planning Support Unit Leader |
| 2 | 202 | Incident Objectives | Always | Situation Unit Leader |
| 3 | 205 | Incident Radio Communications Plan | As the incident requires: Radio Use | Communications Unit Leader |
| 4 | 205A | Incident Telephone Communications Plan | Always | Resource Unit Leader |
| 5 | 207 | Incident Organization Chart | Always | Resource Unit Leader |
| 6 | | Incident Map | Always | Situation Unit Leader /GIS Unit |
| 7 | 204 | Assignment List | Always | Resource Unit Leader |
| 8 | 220 | Air Operations Summary | Air Ops, as the incident requires | Operations Section Chief/Air Operations Branch |
| 9 | 206 | Medical Plan | Always | Safety Officer |
| 10 | 230 | Meeting Schedule | Always | Situation Unit Leader |
| 11 | 213 | General Message | Optional | Any Message Originator |
| 12 | Others as needed | | Optional | Planning Support |

Appendix C. References

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Appendix C: References

Additional County Plans

Plans available on Request from the Emergency Manager:

- Community Wildfire Protection Plan
- Continuity of Operations Plan
- Regional Debris Management Plan
- Interoperable Communications Plan
- HAZMAT Rail Incident Response Plan

Acronyms and Glossary

Appendix D. Acronyms and Glossary

Acronyms

| | |
|---------------------|---|
| AAR | After-Action Review |
| BOC | Board of Commissioners |
| CBRNE Explosives | Chemical, Biological, Radiological, Nuclear, and High-Yield |
| CERT | Community Emergency Response Teams |
| CIKR | Critical Infrastructure and Key Resources |
| COOP | Continuity of Operations |
| County | Polk County |
| CWPP | Community Wildfire Protection Plan |
| DSHS | Department of Social and Health Services |
| DSL | Oregon Department of State Lands |
| EAS | Emergency Alert System |
| ECC | Emergency Coordination Center |
| EMD | Emergency Management Department |
| EMP | Emergency Management Plan |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| FBI | Federal Bureau of Investigation |
| FEMA | Federal Emergency Management Agency |
| FSAB | Fire Standards and Accreditation Board |
| GIS | Geographic Information System |
| HAZMAT | Hazardous Materials |
| HOSCAP | Hospital Capacity Web System |
| HRSA | Health Resources & Services Administration |
| IA | Incident Annex |
| IAP | Incident Action Plan |
| ICS | Incident Command System |
| IMT | Incident Management Team |
| JIC | Joint Information Center |
| JIS | Joint Information System |

Acronyms and Glossary

| | |
|-----------|--|
| kW | Kilowatt |
| MAC Group | Multi-Agency Coordination |
| NWS | National Warning System |
| NIMS | National Incident Management System |
| ODA | Oregon Department of Agriculture |
| OEMD | Oregon Emergency Management Department |
| ODOT | Oregon Department of Transportation |
| OERS | Oregon Emergency Response Service |
| ORS | Oregon Revised Statutes |
| OTFC | Oregon Terrorism Information Threat Assessment Network Fusion Center |
| PCARES | Polk County Amateur Radio Emergency Services |
| PDA | Preliminary Damage Assistance |
| PIO | Public Information Officer |
| ARC | American Red Cross |
| SA | Support Annex |
| SOP | Standard Operating Procedure |
| USDA | United States Department of Agriculture |
| VOAD | Volunteer Organizations Active in Disasters |
| WVCC | Willamette Valley Communications Center |

Acronyms and Glossary

Definitions

Source (Blanchard, 2007)

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though private-sector organizations may be included in certain circumstances. Additionally, non-governmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public officials with jurisdictional responsibility for the incident) usually establishes an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or non-governmental or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or human-caused, that warrants action to protect life, property, environment, and public health or safety and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public officials with jurisdictional responsibility for the incident usually establishes an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

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Assignment: Task given to a personnel resource to perform within a given operational period based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency directly responsible for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, typically located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is between the Section Chief and Operations Section Division or Group and between the Logistics Section Team and Units. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This process makes the resource ordering and dispatch between all types of entities more efficient and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. Regardless of agency affiliation, all responders must report in to receive an assignment per the procedures established by the Incident Commander.

Chief: The ICS title for individuals responsible for managing functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling under explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistant, as needed.

Acronyms and Glossary

Common Operating Picture: All relevant parties' overview of an incident provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for the same concepts-to ensure consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazards scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents are located in the same general area and assigned to a single Incident Commander or Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch ensures that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: Systematically advance analysis and exchange of information systematically among principals who know, or need to know, certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures based on lessons learned from actual incidents or training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health, or safety, or any combination of those matters.

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Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. As needed, the delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines. Many agencies require written delegation of authority to the Incident Commander before assuming command on more significant incidents. (Also known as Letter of Expectation.)

Demobilization: An incident resource's orderly, safe, and efficient return to its original location and status.

Department Operations Center (DOC): An EOC (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who can be delegated the authority to manage a functional operation or perform a specific task in the absence of a superior. In some cases, a fully qualified deputy can relieve a superior. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The ICS title for individuals responsible for supervising a Branch.

Dispatch: The ordered movement of a resource to an assigned operational mission or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or human-caused, requires action to protect life and property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency is any hazard event where the President determines federal assistance is needed for state and local agencies. The assistance supplements State and local capabilities to save lives, protect property, protect public health and safety, and reduce or remove a catastrophic threat in the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two critical issues upfront: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, non-governmental organizations, private-sector organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as an emergency responder.)

EOC (EOC): The physical location where the coordination of information and resources to support incident management (on-scene operations) typically occurs. An EOC may be a temporary facility or located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major function (i.e., fire, law enforcement, medical

Acronyms and Glossary

services), by jurisdiction (i.e., Federal, State, regional, tribal, City, County), or by some combination thereof.

EOP: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or about the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The ICS Section is responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff typically consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a unique function, not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and critical information for incident management during one or more operational periods.

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Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident [name] or another designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The ICS organizational element is responsible for the overall management of the incident and the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including developing strategies and tactics and ordering and releasing resources. The IC has overall authority and responsibility for conducting incident operations and managing all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS combines facilities, equipment, personnel, procedures, and communications operating within a standard organizational structure designed to aid in managing resources during incidents. It is used for all kinds of emergencies and applies to small and large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the "Type," or level, of IMT.

Incident Objectives: Statements of guidance and direction are needed to select an appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when allocated resources are effectively deployed. Incident objectives must be achievable and measurable yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to audiences with a stake in that information.

Integrated Planning System: A system designed to provide standard processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning following the Homeland Security Management System outlined in the National Strategy for Homeland Security.

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Intelligence/Investigations: An organizational subset within ICS. Intelligence/investigation gathering can lead to the detection, prevention, apprehension, and prosecution of criminal activities or individual(s). This information is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information, and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed, and when authorized.

Job Aid: A checklist or other visual aid is intended to ensure that specific tasks or assignments are completed.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for coordinating federal, state, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on supporting on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization that provides consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide:

- A structure and system for developing and delivering coordinated interagency messages
- Developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC)
- Advising the IC concerning public affairs issues that could affect a response effort
- Controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

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Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, a council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The ICS Section is responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an ICS organizational unit assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators, executives, or appointed representatives, typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, establish priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support

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incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations in responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOCs and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies with jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support before, during, or after an incident.

National: A nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions necessary to lead and sustain the Nation during a catastrophic emergency must be supported through government continuity of operations.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association based on the interests of its members, individuals, or institutions. A government does not create it, but it may work cooperatively with a non-governmental organization. Such organizations serve a public purpose, not a personal benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including volunteer and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster survivors. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting Emergency Managers before, during, and after an emergency.

Officer: The ICS title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Acronyms and Glossary

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually, they last 12 to 24 hours.

Operations Section: The ICS(ICS) Section is responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section usually includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include but are not limited to governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel work within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the intended purpose. For the NIMS, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout an incident to select specific strategies and tactics for incident control operations and service and support planning. For larger incidents, the Planning Meeting is a major element in developing the Incident Action Plan.

Planning Section: The ICS Section is responsible for collecting, evaluating, and disseminating operational information related to the incident and preparing and documenting the Incident Action Plan. This Section also maintains information on the current and forecasted situation and the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of usually different systems. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, allowing responders to participate in an incident outside their jurisdiction and still use standard equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site to anticipate resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

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Preparedness Organization: An organization that coordinates emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations representing various committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It utilizes intelligence and other information to respond to issues such as countermeasures as deterrence operations, heightened inspections, improved surveillance, security, incident investigations, health and agricultural surveillance, testing processes, infectious disease response. Prevention can also apply specific law enforcement operations to deter, preempt, interdict, or disrupt illegal activity and apprehend suspects.

Primary Mission Essential Functions: Government functions must be performed to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or other agencies with incident-related information requirements.

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of NIMS materials.

Recovery: The development, coordination, and execution of services and programs to return to pre-disaster conditions or better as soon as possible. Services and program examples:

- Individual, private-sector, non-governmental, and public assistance programs
- Long-term care and treatment of affected persons
- Additional measures for social, political, environmental, and economic restoration
- Incident evaluations, including AARs, to identify lessons learned
- Post-incident reporting
- Develop initiatives to mitigate the impact of future incidents

Recovery Plan: A plan developed to restore an affected area or community to pre-disaster conditions or better as soon as possible.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Acronyms and Glossary

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to or recover from an incident. Resource management under the NIMS includes mutual aid agreements and assistance agreements, special Federal, State, tribal, and local teams, and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted before, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or an EOC. They include personnel and critical equipment, supplies, and facilities that support incident response and recovery efforts.

Response: Activities that address the short-term, direct effects of an incident. The response includes immediate actions to save lives, protect property, and meet basic human needs. It also includes activating EOPs and mitigation actions to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. Response activities are scaled to each incident. They can include:

- Intelligence and information gathering
- Increased security operations
- Investigations into the nature and source of a threat
- Ongoing health and agricultural surveillance and testing procedures
- Infectious disease procedures
- Law enforcement operations to prevent or disrupt illegal activity and apprehend suspects

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The ICS organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment, and its personnel complement, or a crew/team of individuals with an identified work supervisor can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Access and Functional Needs Populations: Individuals with needs that require additional planning and resources for an incident. They may require personal

Acronyms and Glossary

assistance with needs such as maintaining independence, communication, transportation, supervision, or medical care. These vulnerable populations can have disabilities, live in institutionalized settings, are elderly, or cannot transport themselves or a viable source of transportation.

Staging Area: Temporary location for available resources. A Staging Area can be any location where personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions has the force of a directive, covering those operations features that lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions uniformly.

State: When capitalized, refers to a specific state in the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type have an established minimum number of personnel, shared communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The ICS title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have standard communications and a designated leader.

Technical Specialist: Person with unique skills that can be used anywhere within the ICS organization. No minimum qualifications are prescribed, as technical

Acronyms and Glossary

specialists typically perform the same duties during an incident as their everyday jobs and are often certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, an activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or essential resources; is a violation of the criminal laws of the United States or any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, or property.

Tools: Those instruments and capabilities allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An ICS resource classification that refers to capability. Type 1 is generally considered more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An ICS application is used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an ICS(ICS) functional Section. The Unit can be staffed by support personnel providing a wide range of services. Some support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An ICS principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Acronyms and Glossary

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual is accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 USC. 742f(c) and 29 CFR 553.10.

Polk County Emergency Operations Plan Emergency Support Functions (ESF)



Polk County Emergency Operations Plan



ESF-1: Transportation

Prepared by:



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ESF-1: Transportation

| ESF-1 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Public Works Department |
| Supporting County Agencies | Emergency Management Department Sheriff's Office |
| Community Partners | Polk County Dial-a-Ride Chemeketa Area Regional Transportation System Cherriots (Salem-Keizer Transit, Cherrylift) Wheels (Wheels Community Transportation) Confederated Tribes of Grand Ronde Local Municipalities Local School Districts Airports |
| Primary Oregon State Agencies | Department of Transportation |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 1 describes how the County will coordinate transportation needs during a time of emergency, including assessing damage to and restoring and maintaining transportation networks, specifically roads and bridges.

1.2 Scope

The following activities are within the scope of ESF-1:

- Coordinate and/or support damage assessment activities, including the dissemination of pertinent data regarding any impacts to the transportation infrastructure contained within the County's jurisdictional boundaries.
- Coordinate the repair and restoration of the County's transportation network.
- Process and coordinate requests for transportation support from city and tribal partners.
- Monitor, control, and coordinate vehicular traffic flow.
- Provide resources to support transportation of evacuees, personnel, equipment, and materials and supplies.
- Provide maps for all modes of transportation.
- Prioritize and initiate emergency work tasks to clear debris and obstructions from, and make emergency repairs to, the transportation infrastructure.
- For larger-scale debris removal needs, the County will refer to:
 - Oregon Emergency Management Department (EMD) Region 1 – Regional Debris Management Plan, current version 2017.
 - Oregon Department of Environmental Quality (DEQ) – Managing and Permitting Disaster Debris (Oregon Department of Environmental Quality, 2011), and Appendix E: Oregon Statewide Debris Management Plan.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may cause disruption to transportation systems and require support. The County's transportation system comprises road, rail, and air systems. The following considerations should be considered when planning for and implementing ESF-1 activities:

- A significant emergency or disaster may severely damage transportation infrastructure.
- The movement of people, equipment, and supplies may be much less efficient in emergency conditions than under normal circumstances.
- Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.
- In anticipation of or in reaction to a disaster, evacuations that overwhelm standard routes may require resources beyond the capabilities of the County.
- Some communities have limited means of ingress and egress, and an emergency that disrupts key roads/bridges may limit or prevent access to the community.

2.2 Assumptions

ESF-1 is based on the following planning assumptions:

- The County's transportation infrastructure will likely sustain damage during a large-scale incident and will affect the efficiency of response and recovery.
- Disaster operations and/or hazardous conditions may require the County to divert traffic or implement other methods of traffic control.
- Response operations, especially during initial operational periods, may exhaust the County's transportation capabilities, thus requiring assistance from neighboring jurisdictions and/or state and federal government.
- Rapid damage assessments of impacted areas will help determine response priorities and transportation demands.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-1 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

ESF-1: Transportation

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as “tasked agencies” based on one or more of the following criteria: the organization’s self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity’s jurisdictional authority.

Note: See Appendix D for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-1 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the County Public Works Department is responsible for coordinating transportation activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with transportation infrastructure will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination of transportation infrastructure resources.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-1 activities.

4.3 Emergency Operations Center Operations

When ESF-1 activities are staffed in the EOC, the Polk County Public Works Department representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.

ESF-1: Transportation

- Provide a primary entry point for situational information related to transportation infrastructure.
- Share situation status updates related to transportation infrastructure to inform development of the Situation Report.
- Participate in, and provide transportation reports for, EOC briefings.
- Assist in development and communication of transportation actions to tasked agencies.
- Monitor ongoing transportation actions.
- Share transportation information with the Public Information Officer (PIO) to ensure consistent public messaging.
- Coordinate transportation staffing to ensure the function can be staffed across operational periods.

4.4 Emergency Transportation and Evacuation Routes

The County Public Works Department and the County Geographical Information System (GIS) Department, with support from ODOT, manages emergency transportation routes, identifies road hazards, and implements road closures. Mapping capabilities and equipment may be provided through the County GIS Department and other partners. Staff and resources are assigned to support emergency evacuation and essential transportation routes.

4.5 Advance Planning

Several factors must be considered when planning for evacuation, including but not limited to:

- Potential incident characteristics such as speed of onset, magnitude/ intensity, potential consequences, area affected, and duration/ persistence of disaster conditions.
- Number of people to be evacuated, including special facilities (schools, hospitals, nursing/retirement homes, etc.), persons with mobility limitations and other access and functional needs, and those without their own transportation.
- Risk to public safety personnel providing evacuation notice.
- Potential need for response personnel and supplies.
- Capacity and survivability/availability of evacuation routes and transportation modes.
- Time and distance of travel necessary to ensure safety.

Hazard evacuation information will be developed for certain known hazards and will be included in this ESF Annex as appendices. The appendices will describe the potential impact area(s) for known hazards, the number of people in threatened areas, and any critical facilities potentially affected. They will also include preplanned traffic and access control points, evacuation routes, warning assignments, transportation requirements, evacuation assembly points, and pre-designated mass care facility locations. These appendices will be used during an incident for evacuation and mass care planning.

4.6 Procedures

4.6.1 Define the Evacuation Area

The area to be evacuated will be delineated by officials recommending the evacuation based on the advice of appropriate response and support agencies. In the case of a hazardous material release, evacuation information is available via:

- The U.S. Department of Transportation's North American Emergency Response Guidebook (Pipeline and Hazardous Materials Safety Administration, 2020)
- The Chemical Transportation Emergency Center (CHEMTREC) 1-800-262-8200: <https://www.chemtrec.com/>
- If applicable, in the facility's Risk Management Plan (which should be on file with the fire department having jurisdiction)

In all cases, the hazard condition will be continuously monitored in case changing circumstances (such as wind shifts) require redefinition of the actual or potential affected area. The command authority will ensure that the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the lead Public Information Officer (PIO) for rapid dissemination.

4.6.2 Issue notification/warning

The Operations Section Chief or person assigned to manage the evacuation will compile the necessary information and manage its internal dissemination. Evacuation instructions and information for the public will be coordinated by the lead PIO with support from the PIO Network and the Polk County Emergency Management Department (EMD). Pre-evacuation warnings in slow-moving incidents (e.g., dam failure) should be coordinated at the County EOC.

Any evacuation notice should specify the area to be evacuated, evacuation routes to be used, assembly/pickup points, shelter/reception center information, and other critical information as outlined in Oregon Revised Statute 401 (Oregon State Legislature, 2019). Information and instructions to the public will be disseminated using media partners, door-to-door contacts, sirens, the Emergency Alert System, and public address systems. The County warning system will be used when providing evacuation instructions and information to government officials, organizations, and institutions. Residential and health care institutions should be notified directly by the responsible authorities.

4.6.3 Manage Evacuee Movement

The primary evacuation mode in the County is anticipated to be private vehicles. Traffic flow will be controlled by County and local law enforcement agencies with jurisdiction. Movement instructions (e.g., road closure information) should be part of the warning public information notifications.

4.6.4 Select and Coordinate Route

There are two major highways in the County: Highway 22W runs east/west and Highway 99W runs north/south. Evacuation routes will be identified and approved by the Incident Commander. "Critical Routes" maps should be used, if available. In

ESF-1: Transportation

the case of a hazardous material release at a fixed facility, evacuation routes may be pre-designated in the jurisdictions Fire Department Facility Risk Management Plan. Where evacuation routes cross jurisdictional lines, jurisdictions should coordinate through the EOC and/or the Polk County EMD.

Routes will be appropriated and policed by law enforcement. The County Public Works Department and ODOT will act as needed to keep routes open (e.g., identify road hazards, post signs and barricades, implement road closures, implement mapping and surveillance). Law enforcement will coordinate roadblocks and detours, aerial surveillance, and towing services to clear disabled vehicles. Blockages will be cleared by any means necessary to maintain maximum traffic flow. If possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.

4.6.5 Implement Area Clearance and Security

Law enforcement personnel having jurisdiction over the evacuated area(s) will sweep their respective area(s) after the initial notice to ensure that all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been evacuated. If time and responder safety permit, further efforts may be made to persuade those who are still there to evacuate. The name and address of persons refusing to evacuate will be added to the Major Incident Log. Law enforcement agencies will establish a perimeter control to provide security and protection of property left behind. Disaster Area Permits may be used to limit sightseers for a major incident. Fire departments will take measures to ensure continued fire protection.

4.6.6 Perform Initial Resource Allocation

Personnel and material resources will be reassigned as needed to support emergency evacuation and essential transportation routes. Public Works may be used to assist in traffic control and provide transportation for evacuees. The Public Works Director (or designee) will also maintain a position on the general staff of the County EOC during an ESF-1 incident. Depending on the incident type, additional liaisons and sub-functions may be necessary to support various transportation tasks for the duration of the response.

State agencies with an ongoing emergency role, such as the Oregon State Police, may assist in evacuation of threatened areas as resources allow in small scale evacuations on a mutual aid basis. Federal agencies with an ongoing emergency role, such as the Air Force reserve, National Guard, or the USDA Forest Service, may provide immediate resources to evacuate isolated areas.

4.6.7 Manage Relocation

The County EMD, in coordination with the local volunteer and faith-based organizations, coordinates the emergency relocation of county populations (see ESF-6: Mass Care, Food, and Water). The County EOC will help coordinate evacuation activities among local jurisdictions.

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4.6.8 Coordinate Resource Support

Resources are coordinated through the County EOC as necessary. The Emergency Manager (or designee) serves on the Command Staff at the County EOC during an ESF-1 incident.

4.7 Evacuation of Specialized Facilities

Facilities expected to require special planning and resources to carry out evacuations include:

- West Valley Hospital (may require assistance from local jurisdictions, hospital administrators are responsible for evacuation plan).
- Nursing homes and residential care facilities (may require assistance from local jurisdictions, administrators are responsible for evacuation plans).
- Polk County Jail (corrections officials are responsible for evacuation plan).
- Schools (school administrators are responsible for evacuation plans).

All such facilities within an evacuation area will be warned of the emergency situation. All special facilities located in predetermined hazard areas will be identified by facility name, address, phone number, and contact person(s), along with any unique support requirements.

Area hospitals will establish evacuation procedures for medical care facilities, coordinate resource distribution of medical supplies/equipment to point of dispensing (POD) sites and support medical emergencies within the emergency transportation routes. The Oregon Health Authority (OHA) and Polk County Public Health Department can support these activities. The Area Trauma Advisory Board 2 has developed a Mass Casualty Plan for Polk County and surrounding areas that provides guidance and procedures for response operations following a large-scale mass casualty incident, including coordination of emergency medical transportation.

Organizations such as the Humane Society and the local chapter of the Society for the Prevention of Cruelty to Animals will provide or assist with domestic and companion animal rescue and transportation (refer to ESF-11 for information regarding transportation of domestic livestock and/or wildlife during an animal disease incident). Local fire districts are also valuable resources for evacuation planning, as they are tasked with the responsibility of identifying special populations and facilities within their jurisdictions, as well as advocating and supporting the development of facility evacuation plans and procedures.

4.8 Escalation Process

The process of furnishing emergency transportation services during a major emergency involves two series of actions:

1. Essential immediate transportation needs are identified, and actions are taken to provide for persons in the hazard area.
2. Future continuing transportation needs and capabilities are estimated, and actions are taken to obtain needed resources. Such transportation support will primarily involve movement of supplies and equipment rather than people.

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In most disasters, transportation requirements can be satisfied by using private vehicles, school and organization assets, and various government-owned vehicles. If needs cannot be met locally, additional assets are requested through mutual aid with neighboring jurisdictions and/or through State assistance. If time allows, additional state resources such as the National Guard may be ordered to assist in evacuation. Established volunteer groups may also be used to assist in the evacuation.

Appropriate private-sector agreements and mutual aid agreements with neighboring jurisdictions will be invoked as required. Implementation of agreements will be coordinated through the County EOC. Requests for state or federal assistance will be made through the County EOC to the Oregon EMD. All requests will be reviewed by the Polk County EOC Logistics Section Chief, Finance Section Chief, and Emergency Manager (or designee) prior to transmittal.

Records will be maintained on the use of all privately owned equipment, including the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date the equipment/personnel was returned to the owner, and details of any damage incurred and/or consumables expended. These records will be used to determine possible reimbursement to the owner and will be kept until a final decision is made by the Polk County Emergency Manager concerning the disposition of disaster claims. Document management during an emergency will be accomplished through the Finance/Administration section of the County EOC.

4.9 Recovery

4.9.1 Control Re-Entry

Reoccupation of an evacuated area requires the same degree of consideration, coordination, and control as evacuation itself. Once the threat has passed and the evacuated area has been inspected by fire, law enforcement, and utility personnel for safety and security, the re-entry decision and order will be made by the Incident Commander in coordination with the Emergency Manager. The Sheriff's Office will coordinate the return of evacuees and maintain security for areas where access is not allowed, transitioning as conditions permit back to normal operations. Incorporated cities will coordinate return of their respective evacuees and maintain security where access is not allowed. Specific re-entry considerations include:

- Ensuring that hazardous conditions have abated
- Ensuring that buildings are safe to occupy
- Determining the number of persons in shelters who will have to be transported back to their homes
- Estimating long-term housing requirements if homes have been damaged
- Coordinating traffic control and movement back to the area
- Establishing and implementing entry permit requirements, curfews, and other entry controls as needed
- Informing the public of proper re-entry actions, particularly precautions they should take regarding reactivating utilities

ESF-1: Transportation

4.9.2 Historical Documentation and Cost Recovery

The Polk County EMD will coordinate with local, state, and federal agencies, as well as with incorporated cities in damage assessment and cost recovery activities. The EMD will also ensure that the necessary communication activities are accomplished to inform the public of re-entry policies, procedures, and conditions.

4.9.3 Continuous Improvement

The Polk County EMD will coordinate with local, state, and federal agencies in conducting a post-event debriefing, evaluating the evacuation and re-entry processes, and identifying transportation capability issues for resolution. Incorporated cities will participate as appropriate.

4.10 Access Functional Needs Populations

Provision of transportation activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

The County Public Health Department and individual hospitals/medical care facilities support evacuation procedures established for medical care facilities; coordinate resources needed for distribution of medical supplies/equipment to POD sites, and manages medical response operations within the identified emergency transportation routes.

4.11 Coordination with Other ESFs

The following ESFs support ESF-1 activities:

- **ESF-3: Public Works** – Support in assessment and restoration of the transportation network including debris clearance.
- **ESF-13: Law Enforcement** – Assist in traffic control and escort of emergency supplies.

5 ESF Annex Development and Maintenance

The County Public Works Department will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** Emergency Evacuation Policy
- **Appendix B:** Evacuation Checklist
- **Appendix C:** ESF-1 Resources
- **Appendix D:** ESF-1 Responsibilities by Phase of Emergency Management
- **Appendix E:** ESF-1 Representative Checklist
- **Appendix F:** References

Appendix A: Emergency Evacuation Policy

Purpose

The following policy establishes authorization for the evacuation of citizens from hazardous areas of Polk County during an emergency or disaster.

Policy

Upon determination that there is an immediate danger to Polk County citizens, the County Board of Commissioners, the County's Emergency Management Director, and on-scene Incident Commanders may take action as outlined below.

- Issue an evacuation notice or an evacuation order based on the determination that a hazard exists that is creating a threat to the health and safety of the public.

NOTE: Evacuation may be mandated only after a declaration of emergency has been issued by the responsible jurisdiction to ensure public safety or as necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency. (All reasonable efforts must be made to consult with the County Counsel prior to any mandated evacuation.)

- In an evacuation, close County roads and restrict access to and from all areas of the County.
- In an evacuation, remove stalled and parked vehicles that impede the flow of traffic.
- In an evacuation, alter traffic flow direction on County roads as necessary.
- Coordinate state road closures with the Oregon State Police and ODOT.

The County's EMD shall be notified of evacuations that meet any of the following criteria:

- Multi-residential evacuation in unincorporated area(s) of Polk County
- Evacuation from a city to another jurisdiction
- Any evacuation involving over 20 evacuees

Appendix B: Evacuation Checklists

Planning/Management

Emergency Operations Center (EOC) activation in progress – Board of Commissioners (BOC), or the County Emergency Manager aware of the need for evacuation.

Unified Command (or person(s) assigned to plan and manage evacuation)

☐ Establish boundaries of the area to be evacuated and primary evacuation routes; consider:

- ☐ Environmental factors (weather, wind)
- ☐ Physical terrain
- ☐ Time of day; are people home, asleep, at work?

☐ Determine whether there are special population concerns (schools, hospitals, nursing homes, language problems, retirement centers, etc.).

☐ Estimate the number of people within the evacuation area.

☐ Notify the American Red Cross, request sheltering, if necessary, and obtain shelter location information.

☐ Determine whether evacuation is voluntary or mandatory (mandatory evacuation will require an emergency declaration by the BOC if in the County, or by a city government, if within a city) and issue either an “Evacuation Notice” (voluntary) or “Evacuation Order” (mandatory).

Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade those who are still there to evacuate. The name and address of persons refusing to evacuate shall be added to the *Major Incident Log*.

☐ Have the Public Information Officer (PIO)/EOC distribute an Evacuation notice/order, using the Emergency Alert System as appropriate and news releases to inform the media/public (ensure that the PIO position has been staffed and is being used and supported).

☐ Establish evacuation group supervisor(s) for the teams, such as the head of each agency team, and work with them in developing an evacuation plan.

☐ Obtain maps of the area, and have copies made for use by evacuation teams.

☐ Determine the risk to the evacuation teams, how to protect them, and what personal protective equipment they might need. Assign the task of obtaining such equipment.

☐ Determine what resources are available to evacuation teams, e.g.:

Transportation Appendix B

- ☐ Law enforcement staff, local and mutual aid
- ☐ Fire department staff, local and mutual aid
- ☐ Amateur Radio Emergency Services under the EMD
- ☐ Polk County Sheriff's Office
 - ☐ Regular and reserve deputies
 - ☐ Search and rescue teams (ground search and posse)
 - ☐ Seniors and Law Enforcement Together volunteers
 - ☐ Explorers
 - ☐ Military or state resources
- ☐ Identify a staging area for teams and equipment.
- ☐ Have the appropriate number of teams called out.
- ☐ Coordinate with utility companies through the Incident Command Post; notify them of evacuation to determine whether utilities need to be turned off.
- ☐ If transportation is required for evacuees or their possessions, request Public Works assistance (possessions will be limited to essential life sustaining items; large items such as furniture will generally not be transported with the evacuees).
- ☐ Establish anti-looting patrols for the evacuation area.
- ☐ Establish traffic control points after assigning roads to be closed (use Public Work's resources as appropriate/available).
- ☐ Assign a liaison to all shelters with communications ability to evacuation command post (Polk County Amateur Radio Emergency Services).
- ☐ Develop a system for re-entry during evacuation.
- ☐ Establish a mobile tire repair station at appropriate locations for emergency vehicles (use Public Work's resources as appropriate/ available).
- ☐ Establish food, water, and other support for evacuation teams.
- ☐ Ensure that the PIO has been kept fully informed and is proactively disseminating information on the evacuation and shelters through the media.

Implementation

- ☐ Evacuation Plan has been prepared – Evacuation Order issued by the BOC Evacuation Group Supervisor (or person assigned to supervise evacuation teams)
- ☐ Log personnel and resources as they arrive.

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- ☐ Establish communication methods with crews; assign radios and frequencies or develop an alternate reliable method of communication.
- ☐ Appoint a recording scribe to mark a master map/evacuation log, recording evacuation results. Assign another person to assist if the scribe cannot record and operate the radios simultaneously due to the number of evacuation teams.
- ☐ Conduct a briefing for the teams:
 - ☐ Assign areas to two-person (minimum) teams; ideally, team one law enforcement with one fire department or other with local knowledge.
 - ☐ Ensure that all team members have picture identification.
 - ☐ Explain shelter locations and evacuation routes.
 - ☐ Provide written handouts on shelters, evacuation routes, dangers, and sheltering in place, if appropriate.
 - ☐ Establish a check-in schedule for the teams.
 - ☐ Detail what to report back to the evacuation command post (addresses of locations evacuated as well as those with no one there/no answer, refusals, other problems. **All actions are to be documented, with names.**
- ☐ Remain available to assist teams encountering problems and to make decisions.
- ☐ Monitor field activities and ensure that all crews report in on a regular basis.
- ☐ Conduct debriefing for teams, recording comments on what worked well and what didn't (to be used in the overall evaluation of the response to the incident).

Appendix C: ESF-1 Resources

The following resources provide additional information regarding ESF-1 and transportation issues at the local, state, and federal level:

Local

- Mutual Aid/Resource Sharing Agreements
- Polk County HAZMAT Rail Incident Response Plan. EMD. Current version 2018 (Alliance Solutions Group, Inc., 2018).

State

- Oregon Comprehensive Emergency Management Plan: ESF-1: Transportation. Oregon EMD. Current version 2016 (Oregon Office of Emergency Management, 2016).
- Regional Debris Management Plan. Oregon EMD Region 1. Current version 2017.
- Oregon Disaster Debris Management resources:
<https://www.oregon.gov/deq/mm/swpermits/Pages/Disaster-Debris-Management.aspx>
- Disaster Debris Management Fact Sheet. Oregon DEQ. Current version 2011. (Oregon Department of Environmental Quality, 2011).
- Managing and Permitting Disaster Debris – Information for local governments, DEQ staff and Oregonians. Current version 2011 (Oregon Department of Environmental Quality, 2011).
- Oregon State Rail Plan. ODOT. Current version 2020 (Oregon Department of Transportation, 2020).

Federal

- National Response Framework. FEMA. ESF-1: Transportation. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- 2020 Emergency Response Guidebook. US DOT. Current version 2020 (Pipeline and Hazardous Materials Safety Administration, 2020).

Appendix D: ESF-1 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 1: Transportation. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency-specific plans and procedures that allow for them to effectively accomplish these tasks.

Prevention

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-1 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-1 activities.
- ☐ Participate in ESF-1 trainings and exercises as appropriate.
- ☐ Coordinate an annual review and update of the ESF-1 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure County capability to support ESF-1 activities.
- ☐ Develop and maintain an emergency/disaster transportation plan(s) that address the following activities:
 - ☐ Providing for logistics and resource transportation needs.
 - ☐ Conducting and/or facilitating damage assessments of County owned/maintained transportation infrastructure.
- ☐ Maintain operational capacity of the County EOC to support transportation activities.
- ☐ Ensure that staff are identified and adequately trained to fulfill their various county EOC positions.
- ☐ In coordination with the EMD, Sheriff, and the American Red Cross, plan for and identify high-hazard areas and concentrations of potential evacuees, including the number of people requiring transportation to reception areas and access and functional needs populations.
- ☐ Ensure that transportation resources for evacuation are pre-identified, including resources for access and functional needs populations.
- ☐ Coordinate emergency preparedness planning activities and annual training exercises.

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- ☐ Coordinate with the Public Works Department to ensure that this annex is updated and revised as necessary.

Polk County Sheriff's Office

- ☐ Using route information available from Public Works, identify unincorporated areas of the County where pre-designated evacuation routes may be desirable and develop procedures for evacuating those areas and for assisting with evacuations from incorporated cities as necessary.
- ☐ Provide training to personnel on the Incident Command System (ICS) and evacuation procedures, including working as a member of an evacuation team.
- ☐ May participate in annual training exercises conducted by County EMD.
- ☐ Develop and maintain operational policies and procedures for evacuating unincorporated areas and for coordinating evacuations conducted by incorporated cities or neighboring counties that may impact the traffic flow on County roads and highways.
- ☐ In coordination with the EMD and the American Red Cross, plan for and identify high-hazard areas and concentrations of potential evacuees, including the number of people requiring transportation to reception areas and access and functional needs populations.

Public Works Department

- ☐ Ensure that personnel are aware of the need to support traffic control measures by providing signing for evacuation routes, detours, etc.
- ☐ May participate in annual training exercises conducted by County EMD.
- ☐ Coordinate with the EMD to ensure that this annex is updated and revised as necessary.

Polk County Emergency Management Department

- ☐ In coordination with the Sheriff and the American Red Cross, plan for and identify high-hazard areas and concentrations of potential evacuees, including the number of people requiring transportation to reception areas and access and functional needs populations.
- ☐ Ensure that transportation resources for evacuation are pre-identified, including resources for access and functional needs populations.
- ☐ Coordinate emergency preparedness planning activities and annual training exercises.
- ☐ Coordinate with the Public Works Department to ensure that this annex is updated and revised as necessary.

Local Municipalities and the Confederated Tribes of Grand Ronde

- ☐ Work with local policy makers in performing mitigation/preparedness activities similar to those outlined above in conjunction with the city's Emergency Operations Plan (EOP).

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☐ Police officials of incorporated cities without their own EOPs should use the mitigation/preparedness direction outlined above, as appropriate, and coordinate activities with the County EMD.

Fire Districts/Departments

☐ Identify special population groups such as schools, hospitals, nursing homes, retirement centers, corrections facilities, etc. within the fire district's jurisdiction, coordinating with the incorporated cities, County EMD and Sheriff's Office as appropriate in promoting emergency preparedness for evacuation as a part of the overall prevention program (evacuation plans/procedures are the responsibility of facility administrators).

☐ Provide training to personnel on evacuation procedures and working as a member of an evacuation team.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-1 include the following:

All Tasked Agencies

☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.

☐ Provide a representative to the County EOC, when requested, to support ESF-1 activities.

Public Works Department

☐ Coordinate all transportation missions in support of the County EOC.

☐ Work with other agencies as needed to determine the usable portions of the County transportation system, including roads and bridges, railroads, transit systems, and motor carrier facilities.

☐ Provide transportation public information and mapping support to the EOC during response and recovery activities.

☐ Clear and establish lifeline routes.

☐ Coordinate transportation of responders and resources to affected areas.

☐ Provide barriers and signage to aid missions.

☐ Provide personnel on-scene to assist with road closures, traffic redirection and other activities in coordination with the Sheriff's Office.

☐ Support damage assessment of transportation routes.

☐ Provide traffic control devices.

☐ Assist in keeping evacuation routes open.

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☐ Coordinate transportation needs for special population groups and emergency goods and services through area schools, churches, and other organizations possessing transportation assets.

☐ Support movement of resources to reception areas.

Polk County Emergency Management Department

☐ Coordinate with the EOC Planning Section to identify unmet needs, including response vehicles, aircraft, engineering, fuel, and repair assistance.

☐ Establish a Transportation Branch in the County EOC if needed.

☐ Track the use of transportation resources through the EOC Finance Section.

☐ Coordinate with the on-scene Incident Commander, assessing the situation and making appropriate notifications to activate and staff the EOC.

☐ Coordinate with the on-scene Incident Commander and the Sheriff in defining the evacuation area.

☐ Ensure that citizens are advised to evacuate; issue an evacuation order when appropriate.

☐ Direct the release of Emergency Alert System (EAS) announcements and information to the media on what areas are being evacuated, what areas are being used as reception areas, and where Disaster Welfare Inquiry information can be exchanged.

Note: Refer to ESF-15: Public Information for more details on sending evacuation notifications.

☐ Coordinate evacuation efforts with local governments and with reception area governments.

☐ Direct movement of resources (personnel, equipment, supplies) to reception areas.

Polk County Sheriff's Office

☐ Provide traffic control and evacuation assistance.

☐ Provide security escorts for commodities movement into affected areas.

☐ Using route information available from Public Works, identify those unincorporated areas of the County where pre-designated evacuation routes may be desirable and develop procedures for evacuating those areas and for assisting with evacuations from incorporated cities as may be necessary.

☐ Provide training to personnel on ICS and evacuation procedures, including working as a member of an evacuation team.

☐ May participate in annual training exercises conducted by County EMD.

☐ Develop and maintain operational policies and procedures for evacuation of unincorporated areas and for coordination of evacuations conducted by

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incorporated cities or neighboring counties that may impact the traffic flow on County roads and highways.

- ☐ In coordination with the County EMD and the American Red Cross, plan for and identify high-hazard areas and concentrations of potential evacuees, including the number of people requiring transportation to reception areas and access and functional needs populations.
- ☐ In conjunction with the Incident Commander, the EMD, and the BOC, and coordinating with the EOC team at all times, plan and execute the evacuation process (see Appendix B – Evacuation Checklists).
- ☐ Define the evacuation area based on the advice of the officials recommending the evacuation and appropriate advisory agencies.
- ☐ Issue pre-evacuation warning in coordination with the County EOC. Refer to ESF-15: Public Information for the process.
- ☐ Issue an evacuation notice outlining the area to be evacuated, evacuation routes, assembly points, shelter information, and other critical information and using all appropriate warning modes. Document decisions of persons refusing to evacuate in the Major Incident Log.
- ☐ Provide emergency public information as promulgated by the Operations Section Chief and/or PIO.
- ☐ In coordination with the EMD, Public Works Department, and other local and state law enforcement agencies, select and designate evacuation routes.
- ☐ Identify emergency traffic routes and set up County traffic checkpoints, providing regular status reports to the EOC.
- ☐ Identify special evacuation problems.
- ☐ Control access to and provide security in evacuated area(s).
- ☐ Control re-entry as directed by the Incident Commander or the Emergency Management Director.
- ☐ Activate the State Law Enforcement Memorandum of Understanding if additional resources and services are required.

Fire Districts

On-scene Incident Commanders

- ☐ Determine the need to evacuate, scope of evacuation, ability to implement evacuation using available resources, and need for coordination with supporting agencies.
- ☐ Assign evacuation planning and implementation responsibility to the appropriate ICS element (if able to handle without implementing EOP for the jurisdiction).
- ☐ If the County EOC is not activated and sheltering assistance is needed, contact the American Red Cross via the County EOC or Willamette Valley 9-1-1 Communications Center.

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- ☐ Direct and support evacuation operations in the area of operations.
- ☐ Coordinate and request security for the vacated area.

Polk County Fire Defense Board

- ☐ Coordinate multi-jurisdictional fire activities from the County EOC (when activated).

Transit Districts

- ☐ Provide bus transportation resources.

Local School Districts

- ☐ Coordinate transportation needs of students.
- ☐ Provide transportation support as resources allow.

Local Municipalities

- ☐ Conduct emergency operations to support the restoration of transportation infrastructure within jurisdictional/geographic boundaries.
- ☐ Work with other agencies as needed to determine the usable portions of the city transportation system, including roads and bridges, railroads, transit systems, and motor carrier facilities.
- ☐ Respond in accordance with EOPs and coordinate evacuation activities, as appropriate, with the County Emergency Management Director in the EOC.
- ☐ Police officials of incorporated cities without a city EOP should generally follow the response procedures outlined above, coordinating activities with local policy makers and the County Emergency Management Director in the EOC.

The Confederated Tribes of Grand Ronde

- ☐ Respond in a supporting role in accordance with the tribal EOP and assist in coordinating evacuation activities, as appropriate, with the County EMD in the EOC.

Municipal Airport

- ☐ Assess usability of airport facilities to support response missions.
- ☐ Conduct and/or coordinate emergency operations as required during large-scale incidents in accordance with established plans, policies, and procedures.
- ☐ Establish air traffic control for response missions.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-1 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.

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- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Public Works Department

- ☐ Coordinate and/or facilitate pre-/post-damage assessment activities.
- ☐ Continue to monitor and restore transportation systems in support of recovery.
- ☐ Develop financial estimates of damages and losses to transportation infrastructure.

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to ESF-1 response activities.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.
- ☐ Coordinate cost recovery among local, state, and federal response partners.
- ☐ Inform the public of disaster recovery activities.
- ☐ Facilitate transition to normal operations.

Polk County Sheriff's Office

- ☐ Maintain security in areas where access is not allowed.
- ☐ Assist other agencies with recovery operations as appropriate.
- ☐ Transition to normal operations.

Incorporated Cities

- ☐ Coordinate return of evacuees and maintain security where access is not allowed.
- ☐ Coordinate recovery activities with the Polk County EMD as appropriate.
- ☐ Implement jurisdiction After-Action Review and Improvement Plan development process and participate in Polk County processes as appropriate.

Confederated Tribes of Grand Ronde

- ☐ May assist, if resources are available, in coordinating return of evacuees and maintain security where access is not allowed.
- ☐ May assist in coordinating recovery activities with the Polk County EMD as appropriate.
- ☐ May assist in developing jurisdictional After-Action Reviews and Improvement Plans and participate as requested and appropriate.

Mitigation

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Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-1 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix E: ESF-1 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS |
|---|
| <input type="checkbox"/> Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Complete and submit all required documentation. |
| <input type="checkbox"/> Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> Follow check-out procedures. |
| <input type="checkbox"/> Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

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Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix F: References

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Polk County Emergency Operations Plan



ESF-2: Communication

Prepared by:



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ESF-2: Communication

| ESF-2 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Willamette Valley Communications Center (Alert and Warning) Emergency Management Department (Communications Systems) |
| Supporting County Agencies | Amateur Radio Emergency Services Information Services Department Public Works Department Yamhill County Communications Metcom |
| Community Partners | Area Fire Districts/Departments PCARES FlashAlert Newswire Local radio/TV stations |
| Primary Oregon State Agencies | Department of Administrative Services Department of Transportation State Police |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 2 describes how the County will provide for, support, and enhance the requisite technology (hardware and software) for emergency communications systems; alert, warning, and notification systems; and redundant communications systems during all phases of the emergency management cycle, including response and recovery operations.

1.2 Scope

The following activities are within the scope of ESF-2:

1.2.1 Alert and Warning

- Maintain a reliable alert, warning, and notification system.

1.2.2 Communications Systems

- Establish and maintain an effective communications system, including County-owned and commercially leased systems, for use in a disaster.
- Coordinate the provision of redundant and temporary communications as required.
- Monitor and report on the overall status of the County's communications infrastructure during a disaster.
- Maintain the County's critical information technology infrastructure, including, but not limited to, the provision of cybersecurity measures.

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- Coordinate County support of local and tribal communications systems as required and/or requested.

Note: Refer to ESF-17: Cyber and Infrastructure Security for more information.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require communications support. Certain considerations should be considered when planning for and implementing ESF-2 activities, including the following:

- For the purposes of this document “communication” is defined as the transference of information and may involve the representation, transfer, interpretation, and processing of data among persons, places, and machines. The term may also refer to the transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.
- The distribution of accurate and timely information is a critical component of any effective emergency response effort.
- A large-scale incident may result in a surge of user requests for utilization access to the local telecommunications infrastructure (e.g., jammed cell and landline phone switches, high-speed internet bandwidth degradation, etc.).
- Depending on hazard conditions, access to communications equipment and infrastructure may be limited and prevent the timely restoration of services.
- Polk County has a service area of 745 square miles, much of which comprises rural and densely forested areas. During severe weather or other types of emergencies, portions of the population could be isolated from cities and their resources.

2.2 Assumptions

ESF-2 is based on the following planning assumptions:

- Local telecommunication capabilities will be utilized as much as possible to support response operations, even if in a diminished capacity.
- Local first responders have identified emergency frequencies for operational coordination, direction, and control communications.
- The loss of some or all telephone service may reduce or eliminate the effectiveness of the Emergency Operations Center (EOC) and/or other County offices (including Departmental Operations Centers).
- Large-scale incidents may require extensive coordination of intercommunity and intra-community communications.
- If electronic emergency information systems are not available, redundant incident management documentation protocols may be required (e.g., paper logs may be used to record events, communications, and messages; damage assessments; situation reports; resources utilized; staff hours expended, etc.).

2.3 Capabilities

- The Willamette Valley 9-1-1 Communications Center in Salem is the primary Public Safety Answering Point (PSAP) for Polk County. Emergency calls for service

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are received by the 9-1-1 Center and dispatched to the appropriate public safety agencies in Polk County.

- The Polk County Emergency Communication Center is at the EOC at 820 SW Ash Street in Dallas. The Emergency Communications Center is equipped with radio equipment capable of receiving and transmitting on all frequencies used by Polk County public safety agencies.
- The Mobile Command Center, located at the Public Works Yard, contains mobile radio equipment capable of receiving and transmitting on all frequencies used by Polk County public safety agencies as well as neighboring jurisdictions. This mobile communication capability provides Polk County Emergency Management Department (EMD) the ability to establish an EOC, either in the field or at alternate sites.
- Polk County Fire District #1, located at 1800 Monmouth Street, Independence, maintains a functional dispatch center capable of communicating with all fire and medical apparatus in Polk County.
- There are numerous public safety/service radios operated by County and city personnel. In the event of telephone failure, these daily operations radios will be used as the primary means of communication.
- The Emergency Alert Service (EAS) may be activated to disseminate emergency information via radio, television, and the County website (see the Greater Capitol Area [Polk, Marion, and Yamhill Counties] Emergency Alert System Plan).
- PCARES, composed of radio operators licensed by the Federal Communications Commission for non-commercial (amateur) communications, has voluntarily registered its services and formed an organized pool of trained communications specialists to assist Polk County EMD in providing emergency and disaster communications.
- Polk County does not have a County-wide siren warning system. Some fire departments have outdoor sirens and have procedures for their use as a public warning system. Emergency vehicles equipped with sirens may be a viable means of getting the attention of the public in localized emergencies, but emergency instructions must be provided via public address systems.
- The Polk County EMD has three laptop computers and printers as maintained by information services for using in the EOC and Mobile Command Center.
- The County EMD has two mobile generators (50 kw and 100 kw) that could be used to power remote communications sites or PSAP if needed during prolong outages.
- The County has direct communications in the EOC with the City of Dallas EOC and West Valley Hospital EOC.

3 Roles and Responsibilities

This section outlines the roles and responsibilities assigned to County agencies and community partners to ensure that communication activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

ESF-2: Communication

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-2 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the County ascribes authority as follows:
 - The EMD is the lead County agency responsible for the development/maintenance of the jurisdiction's alert, warning, and notification technical systems.
 - Information Services is the lead County agency charged with developing and maintaining the County's communication technical equipment and software.
- Requests for assistance with communication will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County EOC will provide guidance for the coordination communication resources.

4.2 Direction and Control

In general, emergency communications are primarily the responsibility of the Polk County EMD and the Willamette Valley Communications Center (WVCC). The WVCC is operated by the City of Salem and is the PSAP for Polk County, providing dispatch services to Polk County first responders. The WVCC functions as an information exchange point for 29 police, fire, and emergency medical service providers.

Key communications support is provided by PCARES, which provides primary and secondary communication links to assist Polk County government and volunteer

ESF-2: Communication

emergency relief agencies in their disaster operations. PCARES will function where needed (e.g., Polk County EOC and/or the Mobile Command Center) from call-up through recovery or until normal communications capabilities are restored.

When an incident occurs or is threatening, warning issuance and promulgation are primarily the responsibility of the Incident Commander, with key support from Polk County EMD and WVCC. Other agencies may support with warning messages as determined by needs and capabilities

4.3 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-2 activities.

4.4 Emergency Operations Center Operations

When ESF-2 activities are staffed in the EOC, the communication representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to communication.
- Share situation status updates related to communication to inform development of the Situation Report.
- Participate in, and provide communication reports for, EOC briefings.
- Assist in development and communication of communication actions to tasked agencies.
- Monitor ongoing communication actions.
- Share communication information with the Public Information Officer (PIO) to ensure consistent public messaging.
- Coordinate communication staffing to ensure the function can be staffed across operational periods.

4.5 Information, Alert, and Warning Notifications

Polk County alert and warning notifications require a coordinated effort between the various levels of government and numerous politically independent agencies as outlined below. Overall coordination of the emergency information and warning process will be exercised from the EOC when activated. Polk County utilizes Marion/Polk Alerts, part of the OR-Alert program to send out notifications. There are three levels of dissemination depending on the level of hazard:

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4.5.1 Information/Watches

Conditions are favorable for a hazardous event, such as a storm or flood, and there is a potential for threats to life or property. Be prepared.

4.5.2 Alert/Advisory

There is a hazardous event, such as a storm or heavy rain, and what the predictions are for the event (up to three inches of rain in six hours, or four inches of snow overnight, etc.)

4.5.3 Warning

There is a severe event occurring, such as a dangerous thunderstorm or significant snowstorm, and the predictions for the event (how long it will last, or what the temperatures will be, etc.). At this stage there may be evacuation messages along with the warning.

In emergency situations posing an immediate threat to life, any public safety official in the County serving as an Incident Commander, or any other authorized public official, may issue emergency alert or warning by the most effective means. Such officials shall notify the Polk County EMD as soon as possible to facilitate further notifications and actions as appropriate.

4.6 Notification Process

4.6.1 State and Federal Weather Notifications

State officials may issue warning information as a result of severe weather warnings or watches, or any major incident that may affect a large area. Such information may be transmitted over the National Warning System (NAWAS) or the Law Enforcement Data System to local communications centers and police departments and may be broadcast over the EAS to the public.

Warning information may be initiated by Federal officials and disseminated over National Warning System and the National Oceanic and Atmospheric Administration Weather Radio system. This information may include attack warnings, severe weather warnings, or other incidents which threaten a large area.

4.6.2 Polk County Notifications

When a potential or actual incident arises, an action process will be implemented through the Polk County EMD and/or Incident Commander to notify various agencies, partners, support staff, and public officials during an emergency. Warning dissemination will be under the supervision of the Emergency Manager, with support from the EMD.

Upon receiving warning information, County emergency service coordinators, the private sector, cities, and the public will be instructed to immediately initiate appropriate protective actions based on the nature of the potential hazard and the time available prior to impact.

The receipt and dissemination of warning information may use any or all the following warning methods:

ESF-2: Communication

- NAWAS is a nationwide private telephone communications system funded by the Federal Emergency Management Association, which originates at the National Warning Center at Colorado Springs, Colorado. The system has “drops” (telephone instruments with loudspeakers) located at strategic locations within each state. Each state, in turn, controls a system connecting the State with warning points in each county. Polk County’s NAWAS line is located at the WVCC and is monitored on a 24-hour basis.
- The Oregon Emergency Response System provides 24-hour alert, warning, and notification service to county/local warning points and notifies appropriate county, state, federal, and volunteer entities.
- The EAS is composed of AM and FM radio and TV broadcast stations and non-government industry utilities operating on a voluntary, organized basis during emergencies at national, state, or local levels. It provides for the alerting of participating stations, dissemination of standardized emergency information, and/or termination of non-emergency station activities until the emergency subsides. The EAS can be activated by any level of government.

Note: See Appendix F: Emergency Alert System for the Greater Capitol Area (Marion, Polk, Yamhill Counties).

- Print and electronic media can provide an effective method of disseminating emergency information. Electronic media can be helpful in issuing bulletins to inform the public of emergency conditions with or without formal activation of the EAS. Community newspapers are effective in providing detailed self-help information in slow-developing emergency situations (i.e., inclement weather, drought, etc.).
- Polk County does not have a County-wide siren warning system. Some fire departments have outdoor sirens and have procedures for their use as a public warning system. Vehicles equipped with sirens may be a viable means of getting the attention of the public in localized emergencies, but emergency instructions must be provided via public address systems.
- Most police and fire vehicles are equipped with public address systems that may be used for warning the public in localized emergencies. These would be effective as an alternative to door-to-door notification in small areas with limited populations. In most cases, the public should be instructed to tune in to local television or radio for emergency information.
- In some emergencies, the most effective method of warning may be door-to-door contact. If time and emergency conditions allow, emergency services workers and volunteers can go door to door advising people of emergency instructions. This system would be effective only in emergencies affecting limited areas and populations. Care must be taken to keep unprotected workers from entering hazardous areas to disseminate warning.
- In some localized emergencies, it may be possible to disseminate warning to affected populations through use of the telephone. If the threatened area is small, and a directory of telephone numbers by addresses exists, calls can be made advising people of the protective actions they should take.

Groups that routinely work with special populations (e.g., the hearing impaired, non-English-speaking, physically handicapped, homebound, etc.) may assist in the dissemination of emergency information to such groups.

ESF-2: Communication

4.6.3 Polk County Evacuation Notifications

During slow-moving events, pre-evacuation notice will be given to affected residents if it appears that hazardous conditions warrant such action. Residents should be advised that they may have to evacuate within 30 minutes of notice or less.

Door-to-door notification will also be considered depending on availability of resources, particularly in rural areas. Residential and health care institutions will be notified directly by the County EOC or on-scene authorities. Law enforcement personnel will sweep the evacuated area to ensure that all persons have been advised of the situation and also provide security to affected areas. If time and resources allow additional attention to those who remain, efforts will be made to persuade them to evacuate.

4.7 Communications Systems

The Polk County EMD maintains an Emergency Communication Center at its Dallas headquarters; this facility is equipped with radio equipment capable of receiving and transmitting on all frequencies used by Polk County public safety agencies. The Mobile Command Center also contains radio equipment capable of receiving and transmitting on all frequencies used by Polk County public safety agencies, as well as neighboring jurisdictions. Additional backup dispatch capabilities exist at Polk County Fire District #1 (1800 Monmouth Street, Independence; offers a functional dispatch center capable of communicating with all fire and medical apparatus in Polk County), as well as Santiam – Backup Center (911 Jetters Way, Stayton, Oregon).

The following communications systems and priorities will be implemented for the County in order to maintain emergency communications:

- Telephones, including cell phones and satellite phones, are considered the primary communication media for administrative support. Teletype and two-way radio systems will be used in the coordination and control of operations.
- Warning receives highest priority on all communication systems.
- Two-way radio communication bands available for use in an emergency in the County can be obtained through the County EOC.
- Telephones are available in the County EOC to support Command Staff, sections, and overall emergency operations.
- A message center is activated and staffed at the EOC to coordinate incoming and outgoing communications.
- The Emergency Manager or designee will activate the Radio Amateur Civil Emergency Service to provide personnel for coordinating and managing emergency radio traffic in the field and at the EOC, as needed.
- The Emergency Manager or designee will develop and maintain a County-wide communications resource inventory that will be made available during emergencies through the EOC.

4.8 Polk County Public Safety Interoperable Communications Capital Improvement Plan

To facilitate the upgrade of voice, telephone, and data communication systems, the Polk County Strategic Communications Plan was adopted by Polk County on January

ESF-2: Communication

18, 2006 and most recently updated in 2021 as the *Public Safety Communications Plan for Interoperability*. The long-range plan provides all emergency responders with a guide for upgrading and purchasing equipment that will enable interoperability throughout the County. The plan addresses training and testing of equipment, which is regarded as an ongoing process with the acquisition of new equipment.

4.8.1 Current Interoperable Communications

Polk County and most municipal agencies, including all police other than Salem, use very high frequency (VHF) radio systems for communication. All fire districts also use VHF systems, except the Spring Valley Rural Fire Protection District, which uses ultra-high frequency (UHF). Most Polk County Sheriff's Office patrol vehicles are equipped with (VHF/UHF/700/800) band radios. The EMD also has three multi-band portable (VHF/UHF/700/800) radios.

According to the 2021 *Public Safety Communications Plan for Interoperability* states that Polk County has a mobile command post and communications trailer that is equipped with interoperable equipment that can be deployed to first responders within hours of an emergency. The post can use numerous radio frequencies and integrate up to four separate bands.

4.8.2 NPSPAC Mutual Aid Channels

To increase interoperability statewide, agencies can use NPSPAC channels. First responders can deploy to the incident scene via their 800 MHz systems and switch their radios to the NPSPAC mutual aid channel. NPSPAC has one call-in channel and four tactical channels. The channel is being switched from 821-824 MHz to 806-809 MHz, VHF and UHF channels are installed at tower sites in Polk County.

4.9 Access Functional Needs Populations

Provision of communication activities will take into account populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.10 Coordination with Other ESFs

The following ESFs support ESF-2 activities:

- **All ESFs:** Support interoperable and redundant communications systems to ensure that responding agencies can communicate with each other and the EOC.

5 ESF Annex Development and Maintenance

The Polk County Emergency Manager will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-2 Resources

ESF-2: Communication

- **Appendix B:** ESF-2 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-2 Representative Checklist
- **Appendix D:** Polk County Emergency Communications System Policy
- **Appendix E:** Polk County Emergency Management Warning/Emergency Information Response Process
- **Appendix F:** Emergency Alert System for the Greater Capitol Area (Marion, Polk, Yamhill Counties)
- **Appendix G:** References

Appendix A: ESF-2 Resources

The following resources provide additional information regarding ESF-2 and Communication issues at the local, state, and federal level:

Local

- Polk County Public Safety Communications Plan for Interoperability. EMD. Current version 2019.
- Polk County Amateur Radio Emergency Services Emergency Communications Plan (2006)

State

- Oregon Comprehensive Emergency Management Plan: ESF-2: Communication. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).
- Oregon State Emergency Alert System Plan v. 14. Current version 2017 (Oregon State Emergency Alert System Plan, 2017).

Federal

- National Response Framework. FEMA. ESF-2: Communication. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- National Emergency Communications Plan. CISA. Current version 2019 (Cybersecurity and Infrastructure Security Agency, 2019).
- Executive Order 13636 – Improving Capital Infrastructure Cybersecurity. The White House 2013. (Obama, 2013).

Appendix B: ESF-2 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 2: Communication. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Prevention

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-2 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-2 activities.
- ☐ Participate in ESF-2 trainings and exercises as appropriate.
- ☐ Coordinate an annual review and update of the ESF-2 annex with supporting agencies.

Willamette Valley Communications Center

Communications Systems

- ☐ Develop and maintain standard operating procedures to address emergency response needs, including loss of 9-1-1 and/or radio communications with Polk County and backup communications facilities.
- ☐ Develop and maintain alert and warning systems for major emergencies/disasters, including EAS access.
- ☐ Participate in communications drills/exercises or other appropriate training that may be conducted by Polk County EMD.

Alert and Warning

- ☐ Establish and maintain procedures for issuing public warnings via the EAS.
- ☐ Establish and maintain procedures for contacting Polk County emergency management and the cities of Salem, Dallas, Monmouth, Independence, and Falls City.
- ☐ Monitor and test the National Warning System on a regular basis.
- ☐ Participate in annual drills and exercises to test the warning process.

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-2 annex with supporting agencies.

Communication Appendix B

☐ Facilitate collaborative planning to ensure County capability to support ESF-2 activities.

☐ Develop robust plans for the following communications sub-capabilities:

Communications Systems

☐ Coordinate the use of all public and private communications systems necessary during emergencies.

☐ Manage and coordinate all emergency communications within the EOC, once activated.

☐ Maintain operational capacity of the County EOC to support communications activities.

☐ Ensure that the Polk County Mobile Command Center is properly maintained.

☐ Ensure that staff are identified and adequately trained to fulfill their delegated function within the County EOC, including the use of specialized communications technology and any associated equipment, software, etc.

Alert and Warning

☐ Manage and coordinate all incident notifications to County staff, elected officials, and other outside agencies as appropriate (e.g., during transition to continuity facilities or succession notification).

☐ Coordinate the development and maintenance of plans and procedures, including the Greater Capitol Area EAS Plan, to ensure the availability of an effective Countywide warning process.

☐ Engage in routine intelligence gathering and situational awareness activities.

Other Polk County Departments

Alert and Warning

☐ County department heads shall pre-identify critical emergency operations and will develop and disseminate procedures for notification and recall of such workers.

☐ Each County department head shall, in conjunction with the EMD, develop policy and procedures for the diversion or release of workers not critical to departmental emergency operations to ensure the most effective use of County personnel.

Incorporated Cities

Alert and Warning

☐ Ensure that agreements and procedures supporting the warning process are in place with their respective warning points and that current notification information (names, telephone numbers, etc.) is provided to WVCC and the Polk County EMD.

☐ Establish and maintain procedures for warning the general public, schools, hospitals, etc. within their respective jurisdiction.

Communication Appendix B

☐ Cities maintaining EOPs are responsible for developing, maintaining, and implementing warning annexes and/or procedures to implement the warning function for their jurisdiction. Cities without an EOP will use the County ESF-2 annex as a guideline and work with local public safety agencies or the EMD by agreement in developing, maintaining, and implementing warning procedures for their jurisdiction.

Polk County Amateur Radio Emergency Services

Communications Systems

- ☐ Maintain a current listing of personnel and ensure that sufficient training is provided to keep personnel current on emergency management equipment operation and communication procedures.
- ☐ Ensure that EOC and Mobile Command Center Radio equipment are functioning properly and report any malfunctions to the Polk County Emergency Manager.
- ☐ Participate in communications drills/exercise and/or training conducted by Polk County EMD.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-2 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and foster a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-2 activities.
- ☐ Use established common response communications language (i.e., plain English) to ensure that the information disseminated is timely, clear, acknowledged, and understood by all receivers.
- ☐ Monitor the status of the County's communication infrastructure during or following any disaster.
- ☐ Coordinate and assign resources necessary to respond to an incident that impacts the communications infrastructure.
- ☐ When necessary, coordinate provision of a temporary or interim communications capability as required.

Willamette Valley Communications Center

Communications Systems

- ☐ Provide dispatch and emergency communications support to the incident.
- ☐ Notify public officials of emergency warnings, information, or events.
- ☐ Provide EAS access for local EOCs and Incident Commanders.

Communication Appendix B

- ☐ Provide backup communications functions for Polk County as required.
- ☐ Support tactical communications needs of emergency responders.

Alert and Warning

- ☐ Implement the warning process as emergency messages are received, including notifying other communication centers as necessary.
- ☐ Serve as the verification point for activation of the EAS by local Incident Commanders or emergency management officials.

Polk County Emergency Management Department*Communication Systems*

- ☐ Activate and implement alert, warning, and notification systems as required to effectively notify appropriate stakeholders, including first responders.
- ☐ Establish communications with local response partners.
- ☐ Activate Polk County Amateur Radio Emergency Services (PCARES) and deploy the Polk County Mobile Command Center as needed.
- ☐ Coordinate the following core EOC activities:
 - ☐ Compile and submit situational intelligence information regarding the operational status of the County's communications infrastructure and then utilize the findings to prepare operational status and situation reports for stakeholders to foster a common operational picture. See *ESF-5: Information and Planning* for more information.
 - ☐ Facilitate the resource requesting process (i.e., compiling resource requests, filling resource requests locally or through existing agreements, forwarding unmet resource requests to the Oregon Emergency Communications Center, and coordinating the staging and distribution of assets as they arrive). See *ESF-7: Resource Support* for more information.

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Communications Branch in the County EOC if needed.
- ☐ Track the use of communication equipment and resources through the EOC Finance Section.

Alert and Warning

- ☐ Ensure that the necessary flow of information is occurring throughout the County, including activation of the EAS as appropriate.

Information Services

- ☐ Support and troubleshoot any/all technical problems as required to support incident operations.

Area Fire Districts/Departments*Alert and Warning*

Communication Appendix B

☐ Initiate localized warning procedures in unincorporated areas and/or municipalities. In such cases, fire district/department personnel will use all available means to communicate warning messages to the public within their jurisdictions or, pursuant to agreements, adjacent and/or overlapping jurisdictions.

Support Agencies

Alert and Warning

- ☐ Provide assistance disseminating warning information, particularly to vulnerable populations (i.e., seniors, handicapped, non-English-speaking, etc.).
- ☐ Education Service Districts can provide direct assistance in warning Polk County School District Offices, who would then warn the schools within their districts.

Polk County Amateur Radio Emergency Services

Communications Services

- ☐ Provide operators to staff the EOC and/or the Mobile Command Center.
- ☐ Provide Jump Team members capable of rapid response for the purpose of setting up portable antenna systems in the field.
- ☐ Provide mobile radio operators capable of field operations to establish a communications link between the EOC and emergency shelters, mass care coordination points, and other EOCs, as needed.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-2 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Polk County Emergency Management Department

Communications Systems

- ☐ Compile and keep all documentation collected relating to the management of communication equipment and software.
- ☐ Phase out unnecessary communications resources as necessary, releasing PCARES assets as they are no longer needed.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.

Alert and Warning

Communication Appendix B

- ☐ Ensure that the public is informed of the termination of warning conditions.
- ☐ Develop an After-Action Report and Improvement Plan to identify and remedy warning capability gaps.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-2 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-2 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS |
|---|
| <input type="checkbox"/> Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Complete and submit all required documentation. |
| <input type="checkbox"/> Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> Follow check-out procedures. |
| <input type="checkbox"/> Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Communication Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: References

- Cybersecurity and Infrastructure Security Agency. (2019). *National emergency communications plan*. Retrieved from https://www.cisa.gov/sites/default/files/publications/19_0924_CISA_ECD-NECP-2019_1.pdf
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Polk County Emergency Operations Plan



ESF-3: Public Works

Prepared by:



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ESF-3: Public Works

| ESF-3 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Public Works Department Environmental Health Division |
| Supporting County Agencies | City Public Works Departments Emergency Management Department |
| Community Partners | Confederated Tribes of Grand Ronde Local Municipalities |
| Primary Oregon State Agencies | Department of Transportation |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 3 describes how the County will provide the resources (human, technical, equipment, facilities, materials, and supplies) to support emergency public works needs during a time of emergency.

1.2 Scope

The following activities are within the scope of ESF-3:

- Monitor, assess, restore, and repair hazard impacts to the County's public works infrastructure (i.e., County facilities, sanitation systems, and water systems).
- Determine the levels of damage to the following systems: transportation, water control structures, dams, levees, public water supplies and facilities, electrical, natural gas, sewage, hazardous materials, and hazardous waste sites (generation, distribution, collection, storage, and disposal).
- Process and coordinate requests for public works support from local municipalities and tribal partners.
- Close or repair damaged segments of transportation infrastructure.
- Coordinate repair and restoration of damaged public systems (e.g., water, electrical, natural gas, sanitary sewage, storm water collection, generating, distribution systems, dams, levees, water control structures).
- Provide inspection and repair of essential facilities.
- Demolish or stabilize damaged structures (public and private) to facilitate search and rescue and/or protect the public's health and safety.
- Coordinate disaster debris management activities, including clearance of debris from transportation infrastructure and development and initiation of emergency collection, sorting, and disposal routes and sites for debris cleared from public and private property.
 - Refer to the State resources for debris management support.
- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the public works and engineering needs listed above.
- Provide technical assistance to the response team with respect to flooding, water management, structure integrity assessment, and impact assessments of infrastructure.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require Public Works support. Certain considerations should be considered when planning for and implementing ESF-3 activities, including the following:

- A significant disaster or emergency may overwhelm local assessment and engineering capacity.
- Unsafe and unknown conditions may persist throughout a community as weakened or destroyed structures, homes, public buildings, roads, and bridges await assessment from engineers and emergency personnel.
- Debris may make transportation routes impassable and local standardized equipment may not be capable of removing it.
- Local equipment used for repair and removal may have been damaged or inadequate for the disaster or emergency event.
- Local personnel may have personal safety and health concerns following a disaster or emergency event, making it impossible for them to perform their duties.

2.2 Assumptions

ESF-3 is based on the following planning assumptions:

- A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- Access to disaster-impacted public works infrastructure may depend on either the repair (permanent or temporary) of transportation routes or the establishment of ad-hoc alternatives.
- In many locations, debris clearance and emergency road repairs will be given top priority to support immediate life-saving emergency response activities.
- Damage assessment of the disaster area will be required to determine potential workload.
- Assistance may be needed to clear debris, perform damage assessments and structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- Debris may comprise any type of materials, including hazardous materials that require specialized equipment and personnel to remove.
- Following disasters that cause significant debris, existing disposal sites may not provide effective debris management solutions because of capacity limitations and their need to provide continuous waste management operations for day-to-day debris generation.

3 Roles and Responsibilities

This section outlines the roles and responsibilities assigned to County agencies and community partners to ensure that public works activities are performed in an

ESF-3: Public Works

efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-3 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the Polk County Public Works Department is the agency responsible for infrastructure operations, and the Environmental Health Division is the lead for solid waste (debris) management. These two agencies will support each other, with coordination assistance from the Emergency Management Department (EMD). Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with public works will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination public works resources.

Polk County has identified numerous facilities that are essential to providing basic services to the community after an incident. Facility maps and diagrams are maintained by Public Works Geographic Information Systems (GIS) staff, and processes for accessing this information during an emergency are described in the County EOC procedures. Maintaining the physical and operational integrity of these

ESF-3: Public Works

facilities, and ensuring unrestricted access to them, will be a top priority for both the infrastructure operations and debris management functions when an incident occurs.

4.2 Infrastructure Operations

When Public Works services are needed in an incident response, an Incident Command Post or Department Operations Center may be established at the County Shops. The Incident Command Post/Department Operations Center will coordinate closely with the EOC regarding the status of emergency response activities. Public Works will use local contractors to supplement its own emergency response capabilities, escalating unmet needs through the County EOC and/or mutual aid partners.

In addition to the critical facility considerations mentioned above, Public Works will focus on restoring vital lifeline systems to the community, with an emphasis on critical bridges and roads. Public Works will also place emphasis on supporting law enforcement and fire-rescue with evacuation and traffic control capabilities. Other operational priorities will be:

- Damage assessment
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety
- Identification and labeling of uninhabitable/unsafe structures
- Coordination of the closure and repair of transportation infrastructure
- Repair and restoration of damaged public systems (e.g., water, wastewater, and stormwater systems)
- Coordination with utility restoration operations (power, gas, telecommunications)
- Prioritization of efforts to restore, repair, and mitigate city and county-owned infrastructure

4.2.1 Debris Management

Disaster debris may include construction and demolition debris, vegetative matter, mixed waste, and other materials. In accordance with the established Regional Debris Management Plan, the Environmental Health Division may establish an Incident Command Post and/or Department Operations Center to direct field operations, coordinating with the Environmental Health Division liaison in the EOC (Ecology and Environment Inc., 2017). The Environmental Health Division will rely upon County assets to clear public rights-of-way and to ensure access to other critical assets.

Private property owners will be responsible for clearing their own properties. Where the private sector is called upon to supplement County capabilities, local waste collector/haulers and recyclers will be used to the maximum extent possible (operators may obtain assistance from other collectors throughout the region). City, County, and State government agencies will have cleanup responsibility for roads within their respective jurisdictions and for pre-establishing any disposal agreements with local haulers and recyclers.

In addition to debris removal and disposal, the Environmental Health Division will be responsible for working with the Public Information Officer (PIO) to inform the public of disposal procedures and locations and to encourage recycling.

4.3 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-3 activities.

4.4 Emergency Operations Center Operations

When ESF-3 activities are staffed in the EOC, the public works representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to public works.
- Share situation status updates related to public works to inform development of the Situation Report.
- Participate in, and provide public works reports for, EOC briefings.
- Assist in development and communication of public works actions to tasked agencies.
- Monitor ongoing public works actions.
- Share public works information with the PIO to ensure consistent public messaging.
- Coordinate public works staffing to ensure that the function can be staffed across operational periods.

4.5 Access Functional Needs Populations

Provision of public works activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

4.6 Coordination with Other ESFs

The following ESFs support ESF-3 activities:

- **ESF-1: Transportation** – Identify impacts to the County’s transportation infrastructure and develop priorities for repair and restoration.
- **ESF-10: Hazardous Materials** – Identify impacts to hazardous materials and hazardous waste sites and develop priorities for repair and restoration.
- **ESF-12: Energy** – Identify impacts to the County’s energy infrastructure and develop priorities for repair and restoration.
- **ESF-18: Military Support** – Provide public works support, including debris management, as resources allow.

5 ESF Annex Development and Maintenance

The Polk County Emergency Manager will be responsible for coordinating regular review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-3 Resources
- **Appendix B:** ESF-3 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-3 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-3 Resources

The following resources provide additional information regarding ESF-3 and Public Works issues at the local, state, and federal level:

Local

- Polk County Confidential Resource Manual (emergency notification/callout list)
- Polk County Critical Facilities List
- Polk County Public Works Resource List
- Polk County 2017 Debris Management Plan

State

- Oregon Comprehensive Emergency Management Plan: ESF-3: Public Works. Oregon EMD. Current version 2015 (Oregon Office of Emergency Management, 2015).
- Oregon State Emergency Alert System Plan v. 14. Current version 2017 (Oregon State Emergency Alert System Plan, 2017).
- Regional Debris Management Plan. EMD Region 1. Current version 2008.
- Oregon Disaster Debris Management resources:
<https://www.oregon.gov/deq/mm/swpermits/Pages/Disaster-Debris-Management.aspx>
- Disaster Debris Management Fact Sheet. Oregon DEQ. Current version 2011. (Oregon Department of Environmental Quality, 2011).
- Managing and Permitting Disaster Debris – Information for local governments, DEQ staff and Oregonians. Current version 2011 (Oregon Department of Environmental Quality, 2011).

Federal

- National Response Framework. FEMA. ESF-3: Public Works and Engineering. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- 2020 Emergency Response Guidebook. US DOT. Current version 2020 (Pipeline and Hazardous Materials Safety Administration, 2020).
- National Infrastructure Protection Plan. US Department of Homeland Security. Current version 2013 (Department of Homeland Security, 2013).

Appendix B: ESF-3 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 3: Public Works. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency-specific plans and procedures that allow for them to effectively accomplish these tasks.

Prevention

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-3 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-3 activities.
- ☐ Participate in ESF-3 trainings and exercises as appropriate.
- ☐ Coordinate regular review and update of the ESF-3 annex with supporting agencies.

Polk County Public Works Department

- ☐ Coordinate regular review and update of the ESF-3 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-3 activities.
- ☐ Develop and maintain an Emergency Public Works Plan for the County that includes procedures for addressing the following:
 - ☐ Conducting pre-incident and post-incident assessments of public works and infrastructure.
 - ☐ Executing emergency contract support for lifesaving and life-sustaining services.
 - ☐ Coordinating repair of damaged public infrastructure and critical facilities.
 - ☐ Coordinating repair and restoration of the County's critical infrastructure.
 - ☐ Coordinating disaster debris management activities.
 - ☐ Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
 - ☐ Training and providing damage plotting team members to the EOC.
 - ☐ Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.

Works Appendix B

- ☐ Assisting in determining the geographic extent of the damaged area.
- ☐ Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

Polk County Emergency Management Department

- ☐ Maintain the operational capacity of the County EOC to support public works activities.
- ☐ Identify critical lifeline routes and bridges that would be priorities for removal of debris.
- ☐ Coordinate with the Environmental Health Division to develop and maintain written procedures for the disposal of debris in the event of a major disaster.
- ☐ Ensure that staff are identified and adequately trained to fulfill the finance function in the County EOC, including the tracking of public works resources.

Polk County Environmental Health Division

- ☐ Identify local haulers and recyclers that are capable of handling disaster debris.
- ☐ In coordination with the franchised collectors and licensed disposal sites, determine the County's disposal capacity for debris from a major windstorm, earthquake, or volcanic eruption.
- ☐ Work with the EMO to develop written procedures for disaster debris disposal.

Local Municipalities and the Confederated Tribes of Grand Ronde

- ☐ Public works officials of incorporated cities will work with their local policy makers to perform mitigation/preparedness activities similar to those outlined above in conjunction with the city's Emergency Operations Plan (EOP). Public works officials of incorporated cities without their own EOPs should use the mitigation/preparedness direction outlined above and coordinate activities with the County EMD Program.

Other Local and State Government Entities

- ☐ Coordinate with the Polk County EMO in identifying lifelines (e.g., highways, bridges) that are critical to their respective and overlapping jurisdictions.
- ☐ Establish pre-disaster agreements with local haulers as appropriate.

Franchise/Private Haulers and Recyclers

- ☐ Access capability to assist in the removal of debris in response to a major disaster.
- ☐ Work with the Polk County Environmental Health Division, EMO, and other units of local government in defining expectations/capabilities.
- ☐ For more information see the Regional Debris Management Plan (Ecology and Environment Inc., 2017).

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-3 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-3 activities.

Polk County Public Works Department

- ☐ Coordinate public works and engineering activities in support of the County EOP.
- ☐ Immediately recall off-duty personnel.
- ☐ Provide heavy equipment and engineering resources.
- ☐ Coordinate debris management activities. Coordinate with the Environmental Health Division in debris disposal.
- ☐ Provide public works and engineering support on a priority basis as determined by the EOC and on-scene Incident Commander(s).
- ☐ If the County EOC is activated, deploy a Public Works liaison to serve as Resource Coordinator.
- ☐ Inspect bridges for structural damage, if warranted.
- ☐ Assist the Department of Assessment and Taxation with damage assessment in conjunction with other available engineering services.
- ☐ Make temporary repairs of arterial routes and bridges.
- ☐ Coordinate the restoration of County facilities, roads, and bridges.
- ☐ Furnish equipment and operators to assist fire and police in rescue operations.
- ☐ Assist police and fire in traffic control, rescue operations, and clearing and maintaining critical lifeline routes.
- ☐ Coordinate transportation resources for evacuations.
- ☐ Establish mobile repair stations in appropriate locations for repairing emergency response vehicles.
- ☐ Assist General Services in the transport of supplies and equipment.
- ☐ Assist General Services in the acquisition and deployment of private equipment resources.
- ☐ Assist Environmental Health Division with emergency waste disposal and sanitation.

Works Appendix B

- ☐ Document personnel and other costs for possible reimbursement.
- ☐ Advise the Board of Commissioners on Public Works' emergency/disaster response activities.
- ☐ Make recommendations regarding the priority of repairs.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Public Works Branch in the County EOC if needed.
- ☐ Track the use of Public Works resources through the EOC Finance Section.
- ☐ Request support for volunteers and donations activities through the State Emergency Coordination Center.
- ☐ Establish a communications link with affected jurisdictions and volunteer agencies.
- ☐ Notify Public Works of the need to remove debris from specific sites that have been designated as priority lifeline routes/bridges or buildings, hospitals, fire, police, etc.
- ☐ Coordinate with the Environmental Health Division, Public Works, local haulers, and other County departments in clearing priority roads and facilities.
- ☐ Support Public Works operations.

Polk County Environmental Health Division

- ☐ Notify site operators (licensed disposal sites and if necessary, emergency disposal sites) of procedures for special debris.
- ☐ Confirm availability/capacity to recycle concrete, metal, brick, wood, and mixed waste garbage that has been separated.
- ☐ Inform the EMO where debris may be taken for disposal.
- ☐ Issue a news release via the Public Information Officer informing the public of disposal sites and that property owners will be responsible for hauling their debris.
- ☐ Ensure that proper records are maintained as necessary for cost accounting

Local Municipalities and the Confederated Tribes of Grand Ronde

- ☐ Conduct emergency operations to support public works activities within jurisdictional/geographic boundaries.

Other Local and State Government Entities

- ☐ Identify critical assets that require immediate debris removal and disposal.
- ☐ Once disposal sites have been determined, arrange to have a hauler remove debris, by type, to the appropriate disposal site.

Works Appendix B

☐ If assistance is needed with debris removal from priority areas, contact the Environmental Health Division Director and/or his/her designee at the County's EOC.

Franchise/Private Haulers and Recyclers

- ☐ Respond to Environmental Health Division's inquiry as to current availability/capability to assist in removal of debris from critical locations.
- ☐ Give priority to government requests for cleanup of roads, bridges, and buildings that have been designated as critical lifeline facilities.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-3 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support any applicable public and/or individual assistance claims. Continue to repair infrastructure and buildings on a priority basis.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Public Works Department

- ☐ Coordinate and/or facilitate pre and post damage assessment activities.
- ☐ Provide information concerning dangerous areas or other existing problems.
- ☐ Establish control measures related to emergency solid waste disposal.
- ☐ Coordinate demolition of unsafe County structures.
- ☐ Transition to normal operations as the situation permits.
- ☐ Develop an After-Action Report and Corrective Action Plan.

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected pertaining to ESF-3 response activities.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.
- ☐ Inform the public of disaster recovery activities.
- ☐ Monitor and support ongoing cleanup activities.
- ☐ Monitor and support restoration of normal government services and operations.

Local Municipalities and the Confederated Tribes of Grand Ronde

- ☐ Conduct damage assessment and recovery operations.

Works Appendix B

- ☐ Transition to normal operations as soon as possible.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-3 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-3 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Works Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: References

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Polk County Emergency Operations Plan



ESF-4: Firefighting

Prepared by:



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ESF-4: Firefighting

| ESF-4 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Fire Defense Board |
| Supporting County Agencies | All Area Fire Protection Districts Salem Fire Protection District Sheriff's Office |
| Community Partners | Mutual Aid Partners |
| Primary Oregon State Agencies | Department of Forestry Office of the State Fire Marshal Regional Hazardous Materials Response Team No. 13 |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 4 describes how the County will detect and suppress urban, rural, and wildland fires resulting from, or occurring coincidentally with, a significant disaster condition or incident.

1.2 Scope

The following activities are within the scope of ESF-4:

- Coordinate support for firefighting activities, including detection of fires on State and private lands.
- Provide personnel, equipment, and supplies in support of all agencies involved in rural and urban and wildland firefighting operations.

2 Situation and Assumptions

2.1 Situation

The County is faced with a number of hazards that may require firefighting support. Certain considerations should be taken into account when planning for and implementing ESF-4 activities, including the following:

- Fire hazards can overwhelm a community's response capabilities and can exacerbate dangerous situations as resources become overstretched.
- Dealing with fires involving hazardous materials may require the use of specialized equipment and training.
- Fire personnel are often trained in the Incident Command System (ICS)/National Incident Management System (NIMS) so there is often a strong level of understanding of the command structure among fire personnel during an incident.

2.2 Assumptions

ESF-4 is based on the following planning assumptions:

ESF-4: Firefighting

- Urban, rural, and wildland fires will be significant secondary hazards after a major widespread event such as an earthquake.
- In a wide-ranging disaster, firefighting resources may become scarce or damaged. Assistance from mutual aid agreements, neighboring jurisdictions, and state and federal resources may be relied upon.
- Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be needed in these situations.
- Efficient and effective mutual aid among the various local, County, state, and federal fire agencies requires the use of ICS together with compatible firefighting equipment and communications.

3 Roles and Responsibilities

This section outlines the roles and responsibilities assigned to County agencies and community partners to ensure that firefighting activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-4 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017). Each fire service is a branch of government, governed by its own separate statutory

ESF-4: Firefighting

authority. Generally, these fire services are responsible for fire prevention, suppression, hazardous material response, immediate life safety, and light rescue.

Local firefighting organizations will remain under the supervision of their assigned leaders with the Polk County Fire Defense District Chief acting as Fire Services Coordinator to utilize resources and activate mutual aid support. In the event of an emergency situation requiring coordination among multiple fire control agencies and/or jurisdictions, the Emergency Manager may request that a liaison to the Fire Defense District Chief be assigned to the County Emergency Operations Center (EOC) and resume the position as the Fire Services Coordinator within the Operations Section. All requests for additional support of firefighting and rescue operations will be made through the Fire Services Coordinator at the County EOC.

If mutual aid is requested, the responding agency chief will coordinate response activities of the local department with the Incident Commander. If forest land or wild land is impacted, ODF, the Bureau of Land Management, U.S. Forest Service, and/or Central Oregon Fire Management Service will respond, and a Unified Command System will be implemented via established procedures.

Two-way radio communications with neighboring fire departments will reflect those used for day-to-day operations. Telephone communications will be used as conditions permit for administrative purposes and for coordination and control if radio communications are limited or become unavailable.

Emergency public information focusing on fire prevention, control, and suppression will be released only with the prior review and approval of the County Fire Chief following established emergency information clearance procedures implemented among the Command Staff at the County EOC.

Detailed information and procedures in support of this ESF can be found in individual department Standard Operating Guidance and the Oregon Fire Service Mobilization Plan (Office of State Fire Marshal, 2019). In addition, a detailed inventory of fire services equipment is maintained by mutual aid partners.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-4 activities.

4.3 Emergency Operations Center Operations

When ESF-4 activities are staffed in the EOC, the Fire Services Coordinator will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to firefighting.

ESF-4: Firefighting

- Share situation status updates related to firefighting to inform development of the Situation Report.
- Participate in, and provide firefighting reports for, EOC briefings.
- Assist in development and communication of firefighting actions to tasked agencies.
- Monitor ongoing firefighting actions.
- Share firefighting information with the Public Information Officer to ensure consistent public messaging.
- Coordinate firefighting staffing across operational periods.

4.4 Access Functional Needs Populations

Provision of firefighting activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

4.5 Coordination with Other ESFs

The following ESFs support ESF-4 activities:

- **ESF-1: Transportation** – Identify impacts to the County’s transportation infrastructure and develop priorities for repair and restoration.
- **ESF-6: Mass Care, Food, and Water** – Provide mass care, food, and water support for residents displaced by a fire incident.
- **ESF-10: Hazardous Materials** – Identify impacts to hazardous materials and hazardous waste sites and develop priorities for repair and restoration.

5 ESF Annex Development and Maintenance

The Polk County Emergency Management Department (EMD) will be responsible for coordinating with area fire districts/departments to ensure an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures for their assigned tasks.

6 Appendices

- **Appendix A:** ESF-4 Resources
- **Appendix B:** ESF-4 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-4 Representative Checklist
- **Appendix D:** Polk County Fire Defense Board Service Plan
- **Appendix E:** References

Appendix A: ESF-4 Resources

The following resources provide additional information regarding ESF-4 and Firefighting issues at the local, state, and federal level:

Local

- Polk County Community Wildfire Protection Plan (CWPP)
- Regional Mutual Aid/Resource Sharing Agreements
- Polk County Fire Defense Board 2014 Inter-County Automatic/Mutual Aid and Emergency Assistance Agreement

State

- Oregon Comprehensive Emergency Management Plan: ESF-4: Firefighting. Oregon EMD. Current version 2015 (Oregon Office of Emergency Management, 2015).
- Oregon Fire Service Mobilization Plan. Office of the State Fire Marshal. Current version 2019 (Office of State Fire Marshal, 2019).

Federal

- National Response Framework. FEMA. ESF-4: Firefighting. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- 2020 Emergency Response Guidebook. US DOT. Current version 2020 (Pipeline and Hazardous Materials Safety Administration, 2020).

Appendix B: ESF-4 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 4: Firefighting. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Prevention

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-4 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-4 activities.
- ☐ Participate in ESF-4 trainings and exercises, as appropriate.
- ☐ Appoint a representative to assist in the County EOC when requested.
- ☐ Establish criteria for relocating fire operations in the event that present facilities must be evacuated.
- ☐ Establish communication links with law enforcement agencies for coordinating warning and evacuation confirmation functions.
- ☐ Develop procedures and protocols for coordinating protective action communications with the at-risk population on scene.

Area Fire Districts/Departments

- ☐ Coordinate an annual review and update of the ESF-4 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-4 activities.
- ☐ Review, revise, and develop plans, programs, and agreements on fire public safety protection activities, including region-wide mutual aid response protocols.

Polk County Emergency Management Department

- ☐ Develop and conduct training to improve all-hazard incident management capability for response communications.
- ☐ Develop exercises and drills of sufficient intensity to challenge management and operations and to test the knowledge, skills, and abilities of individuals and organizations for response communications.
- ☐ Coordinate with all other agencies and community partners to develop operational plans, policies, and procedures for the following ESF-4 activities:

Polk County Emergency Operations Plan

Firefighting Appendix B

- ☐ Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- ☐ Performing life-safety inspections and recommendations for activated emergency shelters.

Mutual Aid Partners

- ☐ Establish procedures for coordinating all public information releases through the County and/or city Public Information Officer.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-4 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.

Fire Districts/Departments

- ☐ Conduct response operations related to fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- ☐ Initiate mutual aid contingency plans, as required based on resource availability.

Polk County Emergency Management Department

- ☐ Compile operational information to create Situation Reports and foster a common operating picture. See ESF-5: Information and Planning for more information.
- ☐ Facilitate the resource requesting process (i.e., compiling resource requests; filling resource requests locally or through existing agreements; forwarding unmet resource requests to the Oregon Emergency Coordination Center; and coordinating the staging and distribution of assets as they arrive). See ESF-7: Resource Support for more information.

Polk County Sheriff's Office

- ☐ Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.

Mutual Aid-Partners

- ☐ Respond to calls for support under established agreements, including, but not limited to, fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
- ☐ Support emergency operations as defined in agency emergency operations procedures or as requested by the EOC, such as damage assessment.

Recovery

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Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-4 include the following:

All Tasked Agencies

- ☐ Demobilize any communication staging areas, mobile communication centers, and/or other applicable response operations according to established plans, policies, and procedures and return to normal day-to-day activities.
- ☐ Keep detailed records of expenses in case there is potential for federal and state reimbursement assistance.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-4 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-4 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Firefighting Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: Polk County Fire Defense Board Service Plan

Purpose

The purpose of this plan is to provide direction for Polk County firefighting agencies in coordinating efforts to meet the demands of a large scale and/or a disaster situation. It serves as an annex to the Polk County Basic Emergency Operation Plan, as well as outlining basic operational responsibilities to meet the requirements as specified in the Oregon Fire Service Mobilization Plan, Section I-B (Office of State Fire Marshal, 2019).

Situation and Assumptions

Situation

The mission of the fire service is to provide personnel, apparatus, and equipment to prevent, contain, or neutralize the destructive effects of fire and other hazards, including hazardous materials, that endanger life, property, and the environment.

The fire service in Polk County is an integrated force trained to respond to emergencies that can range from a small house fire to an earthquake. The fire service of Polk County coordinates its efforts through mutual aid agreements, the Fire Defense Board, the State Fire Marshal's Office, and the State Conflagration Act.

Assumptions

Existing fire personnel and equipment will be able to handle most emergencies through the use of existing automatic and mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

The Fire Service's Role in Emergency Management

Minimize Risk

- Enforce fire code – regulate fire and life safety conditions
- Provide public safety information and educational programs

Preparedness

- Test and maintain equipment
- Train personnel
- Maintain communications
- Develop, revise, and update and exercise plans and procedures to address potential response situations

Response

- Response to situations within each department's jurisdiction shall be conducted according to that agency's standard operating policies.
- Responses guided by a mutual response agreement shall be conducted in accordance with the agreement and with the policies of the requesting agency.
- Scene management shall be conducted in accordance with the Incident Management System adopted by the Polk Fire Defense Board.
- All records and documentation shall be conducted in accordance with department, state, and federal regulations.

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Recovery

- In the recovery phase of any disaster, fire departments with the capability will assist as needed with other state, federal, or local authorities.

Command Functions

Incident Command System

The County fire services will manage emergencies to which they respond in accordance with the Incident Management System as adopted by the Fire Defense Board on April 14, 1993.

When the County fire services become involved with emergencies that are declared as conflagration under Oregon Revised Statutes 476.520 and the Emergency Conflagration Act, the emergencies will be managed in accordance with the National Incident Management System (NIMS)/Incident Command System (ICS) as adopted under the Oregon Fire Services Mobilization Plan (Oregon State Legislature, 2019).

Incident Management Support

When an emergency has expanded beyond the capability of the local fire agency to safely and adequately manage with existing fire officers from local and mutual aid fire agencies, the local fire command officer may request incident management support from the Fire Defense Board Chief.

When a request for incident management support is made, the Fire Defense Board Chief will evaluate the conditions of the emergency and determine, in coordination with the local fire chief, what incident management support is needed.

If an emergency has been declared and a conflagration and a request for mobile support from the State of Oregon has been made, the Fire Defense Board Chief will notify the State Fire Marshal with the request for incident management support. The State Fire Marshal will alert incident management team members, who will assemble and respond to assist the local Fire Command Officer in accordance with the identified needs of the incident.

Operational Functions

Overview

The Polk County Fire Defense Board Service Plan is intended to establish operating procedures that will most efficiently and economically use the firefighting resources of the County in the event of a fire or other emergency that is beyond the capabilities of local fire protection resources. It requires the existence of a mutual aid agreement that organizes a fire defense district from local firefighting forces to cope with such emergencies.

When, in the judgment of the local fire chief and with agreement from the Fire Defense Board Chief, an emergency is beyond the control capabilities of the local fire suppression resources, including primary mutual aid, the Fire Defense District Board Chief shall request aid from another section of the County. The Defense Chief shall also notify the State Fire Marshal of the situation and a possible need of mobile support as provided by the State Mobilization Plan.

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When to Request Implementation

Requests to implement the Fire Defense District Fire Service Plan may be made when there is a fire, other emergency response incident, or ancillary function where fire may pose an immediate threat to life, environment, or property that cannot be controlled or handled by the local fire services, including automatic aid and the mutual aid resources normally and routinely available to the affected department through its direct, written automatic aid agreements with other agencies.

Specific incidents that may present an immediate threat to life, environment, or property include, but are not limited to:

- Structural fires that by sheer numbers, size, or speed of spread cannot be controlled by available resources.
- Wildland or wildland/interface fires that threaten structures where there are few or no fire services available to contain, control or stop the fires from engulfing the structures.
- Major incidents either natural or human-caused such as high winds, flooding hazardous material release.

Emergency Situations and Appropriate Actions

Circumstance: When an emergency occurs that may develop into a condition beyond the capabilities of local resources. Refer to Section II-A in the Oregon Fire Service Mobilization Plan for more detail in implementing the Oregon Fire Service Mobilization Plan.

Local Fire Chief

Establish ICS. (The Chief may delegate authority for Incident Command functions and may also request overhead management assistance under this plan. Such requests shall go through the Fire Defense Board Chief.)

- Determine the need for additional resources and implement mutual aid agreements.
- Notify the Fire Defense Board Chief of implementation of the Fire Defense Board Service Plan.
- When the fire involves land protected by a wildland fire protection agency, maintain communication and close liaison with the wildland agency Incident Commander.
- Maintain communication with the Fire Defense District Board Chief.
- Is responsible for coordinating demobilization with the Fire Defense District Board Chief.
- Ensure coordination with local emergency services involved in the incident, i.e., law enforcement, public works, and emergency management.

Fire Defense District Board Chief

- Receive notification of the implementation of the Fire Defense Board Service Plan.
- In consultation with the local fire chief, determines the need for resources beyond the capabilities of the local fire service, including normal and automatic mutual aid.
- Function as liaison to the Incident Commander for the Polk County Fire Defense Board for emergencies involving requests for implementation of the Conflagration Act or Mobilization Plan.

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- Determine, from the inventory, availability of adjacent local mobile support units and requests needed support.
- In consultation with the local fire chief, assess need for overhead management support and determine from the Fire Defense Districts Inventory available support members.
- In consultation with the local fire chief, assist the local fire chief in obtaining additional local resources.
- Ensure that adequate fire protection resources are available within the County.
- Keep the State Fire Marshal or designee informed of the emergency situation and possible requirements.
- Maintain communication with the State Fire Marshal or designee and local fire chiefs.
- Serve as the representative of the County fire services in the County's EOC in the event of a major emergency/disaster.

Resources

It is the responsibility of the requesting agency to ask the Fire Defense Board Chief for specific resources to handle the situation in question. When possible, the request should be consistent with the Strike Team and Task Force configurations in the Oregon Fire Service Mobilization Plan (Office of State Fire Marshal, 2019).

Outside County Fire Services

Only agencies that are signers to the Polk County Mutual Aid Agreement shall be considered as part of the Fire Defense Board Service Plan. Any agency that signs another Polk Fire Defense District mutual aid agreement may be considered in their plan, but the entire adjacent Fire Defense District shall not be part of the resources of Polk Fire Defense District.

Planning Functions

Emergency Incident Benchmarks

In addition to the decision-making processes used to upgrade local emergency incidents to include mutual aid responses, local Incident Commanders, in conjunction with the Fire Defense Board Chief, may be required to determine when emergencies have escalated beyond the capability of local and mutual aid resources. Section II-A of the Oregon Fire Service Mobilization Plan is herein adopted as a method for conducting this evaluation on a Countywide basis.

The following examples may create conditions that are beyond the capability of Polk County resources:

- The emergency has escalated to involve all local fire agency resources, and no additional mutual aid resources are available.
- Due to numerous fire emergencies within the County, no available mutual aid resources are available.
- The emergency involves areas of the County where no fire protection is provided by either a municipal fire department or a rural fire protection district.
- The emergency requires resources with capabilities that are not available with the County mutual aid agreement.
- The Polk County Fire Defense Board Chief has requested assistance from more than two-thirds of the County fire agencies for an emergency.

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When conditions at the emergency incident exceed local and mutual aid capabilities, circumstances may preclude State of Oregon assistance. Examples of such circumstances include incidents, such as a region-wide earthquake, whose magnitude may prevent resources from being available from other fire defense districts.

Training and Equipment Standards

Training

All fire service personnel who respond to emergency incidents will meet the general standards specified in Oregon Occupational Safety and Health Division Oregon Administrative Rules 437 Div. 2/L (Oregon Occupational Safety and Health, 2017). This will include training equivalent to Basic Firefighter, Awareness and Operations Level Hazardous Materials, and physical fitness adequate to perform the job.

All standards may be met either by direct training set forth in the referenced standards specified in this section or by equivalent training and experience as determined by the local fire chief and/training officer. In either situation, the local fire chief will determine if the individual meets these standards when making them available as part of the County mutual aid agreement.

In addition to the general standards set forth in this section, and based on specific assignments at emergency incidents, fire service personnel must have training that is equivalent to the following standards:

- Firefighters involved in wildland/interface incidents
 - Basic Wildland Firefighter (S-130)
 - Introduction to Wildland Fire Behavior (S-190), or
 - Basic Interface Firefighter (SW-195)
- Apparatus Operators
 - Apparatus Driver (Fire Standards and Accreditation Board [FSAB]/ Department of Public Safety Standards and Training [DPSST])
 - Apparatus Operator 1 (FSAB/DPSST)

NOTE: *If an emergency involves use of aerial apparatus, the operators must meet the following in addition to the first two standards:*

- Apparatus Operator 2 and 3 (FSAB/DPSST)
- Fire Ground Officers
 - Firefighter 1 and 2 (FSAB/DPSST)
 - Fire Ground Leader 1 (FSAB/DPSST)

NOTE: If the officers are involved with a large-scale wildland/interface incident, the following standards must be met in addition to the first two standards.

- Intermediate Wildland Fire Behavior (NIMS S-390)
- Incident Management Staff
 - Fire Ground Leader 2 (FSAB/DPSST)
 - Basic ICS (NIMS I-220)
 - Liaison Officer (NIMS I-402)

NOTE: *If incident management staff are assigned to overhead positions on large-scale emergencies, they must meet the standards(s) that apply to their position of responsibility.*

- Strike Team Leader, Engine (NIMS I-334)

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- Division/Group Supervisor (NIMS I-339)
- Operations Section Chief (NIMS I-430)
- Planning Section Chief (NIMS I-440)
- Logistics Section Chief (NIMS I-450)
- Finance Section Chief (NIMS I-460)

Clothing and Apparatus Standards

- The apparatus standards as specified in the Oregon Fire Service/Mobilization Plan; section I-H are herein adopted as part of this plan.
- The clothing standards as specified in the Oregon Fire Service/Mobilization Plan; section I-H are herein adopted as part of this plan.

Logistical Functions

Identifying, obtaining, and coordinating support and services resources for the use of the County fire service in responding to various levels of emergencies will be the responsibility of the on-scene Incident Commander. The duty may be delegated as appropriate within the ICS, or it may be assumed by a higher level of command such as the Fire Defense Board Chief.

Typically, for most incidents, logistics will involve no more than the on-duty personnel, apparatus, and communications capability of the responding department. Larger scale incidents will require the ability to provide additional support and services.

Support

Support for the fire service can be divided into two areas: direct and indirect.

- Direct support includes firefighting personnel, apparatus, and related equipment. Direct support is usually provided by the responding department and then supplemented through mutual aid agreements or the State Mobilization Plan, as necessary.
 - Refer to the Polk County Confidential Resource Manual for a list of resources in Polk County.
 - Refer to the Polk County Fire Protection Mutual Aid Agreement for general direction on available mutual aid.
 - The State Mobilization Plan shall serve as the guide in obtaining direct support for incidents beyond the scopes of mutual aid.
- Indirect support includes such things as traffic control, providing food and shelter for survivors and/or firefighters, and evacuation. For local incidents, where outside assistance is not required, the department's own resources would normally meet its support needs. However, some instances may involve the need for specialized, indirect support that could be met by using local resources. For example, within the local government jurisdiction where the incident is occurring, assistance may be requested from the County's Public Works Department, if in an unincorporated area, or from a City Public Works Department, if within city limits. Indirect support is often obtained from local law enforcement agencies for incident traffic control.

In larger-scale incidents where mutual aid is involved, or in a major event such as an earthquake that affects the entire County, it may be more appropriate, if not necessary, to request indirect support through the local city's emergency management coordinator or the County's Emergency Management Director. The County's EOC would normally begin operation after a major earthquake.

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However, it is not necessary for the EOC to be in operation to obtain assistance in locating additional indirect support through County EMD

- Resource lists such as those contained in local fire departments' hazardous materials response plans, State Forestry fire plans, or the Polk County Resource Manual, which lists available local resources, should be obtained, kept current and made available to Incident Commanders. County EMD personnel should be viewed as a resource also and used as appropriate.

Communications

As required by the Oregon Fire Service Mobilization Plan, the Polk County Fire Defense Board shall provide an emergency communications network within the County. This requirement can be met with local equipment. Outlined below is the emergency communications network for the Polk Fire Defense District.

- Primary Frequencies: See County Resource Guide
- Secondary Frequencies: State Fire Net:154.280. This frequency is a State-wide frequency used by the State Fire Marshal in the event of conflagrations or disasters. It may also be used between Dispatch Centers or Fire Departments/Districts.
- Cellular Phone: Cellular phone service is available in most areas of the County.
- Station Numbering: Dept Base PSAP Frq Polk Fire Buena Vista 40 WVCC 154.235 Polk Fire Suver 50 WVCC 154.235 Polk Fire Monmouth 60 WVCC 154.235 Polk Fire Pedee 70 WVCC 154.235 Polk Fire Airlie 80 WVCC 154.235 Polk Fire Central 90 WVCC 154.235 Dallas 100 WVCC 154.235 Falls City 120 WVCC 154.235 SW Polk Fire Salem 110 WVCC 154.235 SW Polk Fire Rickreall 130 WVCC 154.235 Spring Valley WVCC 153.770 Sheridan Fire YCOMM West Valley YCOMM 155.160 Salem 100 WVCC 800Mgz

Financial Functions

- Financial support for response to day-to-day emergency incidents is the responsibility of the local fire district and is covered by the annual budget process. Costs associated with County mutual aid are also the responsibility of the individual responding agencies. Normally, there are no special cost accounting requirements for these types of responses.
- Financial assistance for responses to requests for aid under the State Mobilization Plan is usually provided through the State Fire Marshal's Office. Specific guidelines set forth the requirements to obtain payment for services in certain emergency response situations and need to be followed to ensure payment.
- In major emergencies/disasters when there is a Presidential Declaration of Disaster, costs associated with responding to life-threatening situations are usually partially reimbursable under a Federal Emergency Management Agency (FEMA) grant program. The grant program will usually provide reimbursement, depending on the severity of the situation. It is necessary to carefully document personnel and equipment time/cost in responding during such an emergency so that cost recovery can be accomplished after the disaster. A Finance Section should be established as a part of the ICS for larger-scale events to ensure proper cost accounting.
 - In the event of a large-scale earthquake, for example, it would be necessary to perform the cost accounting for response and then to work closely with the County EMD staff to obtain reimbursement through FEMA's grant program.

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Plan Development and Maintenance

This plan will be reviewed every three years, or at any time deemed necessary within that period, by the Fire Defense Board Chief, in cooperation with County EMD. Recommendations for changes to the plan should meet state and local standards prior to submission to the Polk Fire Defense Board for approval.

Appendices

Fire and EMS Resource information is contained in the Polk County Confidential Resource Manual.

Appendix E: References

- Federal Emergency Management Agency. (2016). *Emergency support function #4 - Firefighting annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_4_Firefighting.pdf
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Polk County Emergency Operations Plan



ESF-5:



Information and Planning

Prepared by:

wsp

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| ESF-5 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Emergency Management Department |
| Supporting County Agencies | All other County entities (i.e., departments, agencies, offices, etc.) |
| Community Partners | Local Municipalities |
| Primary Oregon State Agencies | Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 5 describes how the County will support incident information and planning needs to develop and maintain a common operating picture to support response and recovery activities.

1.2 Scope

The following activities are within the scope of ESF-5:

- Serve as a hub for the receipt and dissemination of incident information.
- Collect, process, analyze, and disseminate information to guide response and recovery activities.
- Coordinate with on-scene Incident Commanders, department emergency operations facilities, and City, tribal, private-sector, and emergency management to facilitate the flow of situational information.
- Collect and aggregate damage assessment data and track local declarations.
- Coordinate incident planning in the Emergency Operations Center (EOC), including development of information products.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require information and planning support. Certain considerations should be considered when planning for and implementing ESF-5 activities, including the following:

- The administration and logistics for emergency response and recovery operations will be provided by emergency services and support agencies that routinely manage these procedures during normal operations. The coordination of these agencies will be accomplished using established procedures expedited for administrative assistance and logistics support during operations.
- Information and planning provide the methodologies and procedures that field operations require during a disaster or hazard event. During times of poor communication due to the loss of telecommunication infrastructure, these existing procedures ensure that all groups are synchronized in the work towards recovery.

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2.2 Assumptions

ESF-5 is based on the following planning assumptions:

- There will be an immediate and continuing need to collect, process, and disseminate situational information and to identify urgent response requirements before, during, and immediately following a disaster or emergency event in order to plan for continuing response, recovery, and mitigation activities.
- Assessment of damage impacts and EOC operations may be delayed due to minimal staffing. Jurisdictions impacted the most will be given priority for assistance and support as needed and available.
- During the early stages of an event, little information will be available, and it may be vague and inaccurate; the need to verify this information can delay response to inquiries.
- Reporting from local municipalities to the EOC will improve as the event matures.
- Reporting of information may be delayed due to damaged telecommunications and transportation infrastructure.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.

3 Roles and Responsibilities

This section outlines the roles and responsibilities assigned to County agencies and community partners to ensure that information and planning activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-5 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, Polk County Emergency Management Department (EMD) is responsible for coordinating information and planning activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with information and planning will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County EOC will provide guidance for the coordination of information and planning resources.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-5 activities.

4.3 Emergency Operations Center Operations

When ESF-5 activities are staffed in the EOC, the information and planning representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to information and planning.
- Share situation status updates related to information and planning to inform development of the Situation Report.
- Participate in, and provide information and planning reports for, EOC briefings.
- Assist in development and communication of information and planning actions to tasked agencies.
- Monitor ongoing information and planning actions.
- Share information and planning-related information with the Public Information Officer (PIO) to ensure consistent public messaging.
- Coordinate information and planning staffing across operational periods.

The County's EMD consists of an EOC team and a Policy Group. The Policy Group, made up of the County (BOC) and selected officials, oversees the emergency

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management response to the situation, providing policy guidance and direction, as needed, to meet the goals of effectively responding to a major emergency or disaster and assisting the citizens of Polk County in recovering from its effects. The County's Department Directors are responsible for managing their departments' responses to the situation. In most cases, the directors will manage the responses from their own departments or from the County Courthouse and will coordinate with and assist the EOC and the Policy Group, as necessary. Department heads, under the direction of the BOC, are responsible for the continuation and/or restoration of services provided by County government, in addition to ensuring an appropriate level of response by County government to the emergency.

4.3.1 Emergency Operations Center Team

The EOC team is made up of the Emergency Management Director, Emergency Manager, and resource coordinators/liaisons from key County departments and agencies involved in the emergency response activity. The team's response is organized and managed using the Incident Command System (ICS). This group is responsible for the readiness, activation, and operation of the EOC during a major emergency or disaster.

The Emergency Management Director, in collaboration with the BOC, is responsible for the activation of the EOC, as may be necessary or desirable. The EOC Team will direct and coordinate, from a single location, the County's response to requests for additional resources and measures to protect life and property for situations that are beyond the normal emergency response capabilities. The EOC Team has the responsibility for coordination and liaison with city, County, state, and federal officials in dealing with an immediate response or recovery for a major emergency, including media relations and public information. The team establishes communications with the Policy Group, the County's emergency responders, and other units of local and state government; gathers data and information; determines immediate priorities; and identifies and coordinates resources for responding to a major emergency/disaster (see Appendix D, EOC Purpose and Team Objectives).

4.3.2 Policy Group

The Policy Group, composed of the County's BOC, County Administrator, County Counsel, and other key department heads/staff (as determined by the BOC, based on the type of emergency) and headed by the BOC Chairperson, oversees the emergency management response to a major emergency or disaster, providing policy guidance and direction and declaring a state of emergency, as necessary.

During the operation of the EOC, the BOC Chairperson may designate a member of the BOC to serve as a representative of the Policy Group at the EOC as a liaison with the EOC Team, when deemed desirable or necessary. This Policy Group Liaison will keep the Policy Group informed and call for a meeting of the group, as needed. In addition, this liaison position will be responsible for establishing and maintaining communications with elected officials at the local, state, and federal levels.

Any member of the BOC and the Emergency Management Director has the authority to declare a state of emergency.

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4.3.3 Emergency Operations Center Facilities

Polk County has two pre-designated locations to serve as EOCs. Only the primary site is currently equipped with the emergency communications equipment necessary to gather and distribute information and coordinate response activities. Both buildings have emergency generators capable of providing power during an outage.

The EOC is at the Emergency Management Department, 820 Ash Street, Dallas, OR 97338. The backup site is at the Polk County Fairgrounds, 520 S. Pacific Hwy. West, Rickreall, OR 97371. The County also has a Mobile Command Center, located at Public Works, 820 SW Ash St., which gives the option of using other sites as alternative EOCs.

4.4 Emergency Operations Staffing and Management

4.4.1 Emergency Manager

The County's Emergency Manager is responsible for the readiness, activation, operation, and de-activation of the EOC and serves as the team leader/Incident Commander for the EOC Team in the implementation of the Emergency Operations Plan (EOP), using ICS to organize and manage the response to a major emergency/disaster. (See Appendix E – Polk County EOC Structure [ICS Organization Chart].) The Emergency Manager ensures that the Policy Group is fully informed throughout the response and recovery phases of the incident and consulted regarding major policy issues, as appropriate.

The Emergency Manager is assisted by a core group of the EOC Team, made up of the representatives of departments and agencies that would be involved in most emergency management responses (law enforcement, public works, fire, American Red Cross, etc.). Personnel assigned to ICS Command and General Staff positions as members of the EOC Team, along with the Emergency Management Director/Incident Commander, form the management staff for the EOC.

4.4.2 Administrative Support

Basic administrative support for the EOC will be provided by the EMD and supplemented by trained members of the Polk County Sheriff's Office Volunteer Council and personnel from other departments/agencies and will work under the direction of the Emergency Manager. This basic support will include ensuring that the EOC has the necessary office supplies and equipment at all times, including available staff to serve as call takers and status board/message recorders.

4.4.3 Communications Support

Communications support will consist of maintaining the current system and an emergency backup system. The Emergency Manager will be responsible for maintaining the public safety radio system for the EOC. The Polk County Amateur Radio Emergency Services group will be available to provide a backup system, utilizing amateur radio frequencies if needed. They will also serve as radio operators for the EOC radio room and the Command Trailer (also known as the Mobile EOC).

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4.4.4 Technology Support

Information Services will provide personnel for setting up EOC computers, as well as network support during EOC operations. Maps, geographical information, and analysis will be made available by geographical information system (GIS) staff to support EOC operations, or support will be provided so that staff can produce their own support materials.

4.4.5 Security

Establishing security posts will be the responsibility of the EMD and will be assigned when requested.

4.4.6 American Red Cross

In accordance with the existing interagency agreement, the American Red Cross, Willamette Chapter, will provide a representative to work with the Polk County EOC in meeting local government requests for emergency sheltering and feeding for the public. Disaster assessment assistance may also be provided by the American Red Cross.

4.4.7 Liaison Assignments

Depending on the emergency situation, cities and/or utilities may assign a representative to work in the Polk County EOC for liaison purposes. The person assigned this position would work with his or her functional coordinator counterpart, e.g., a city police department representative would work with the EOC's Law Enforcement Coordinator in the Operations Section. The County will also assign liaisons to city EOCs, as needed. The larger the disaster, the more critical it will be to have appropriate liaison representatives to assist in coordination and communications.

4.5 Emergency Operations Center Activation and De-Activation

4.5.1 Initial Notification

The Emergency Manager, or designated members of the EOC Management Staff, may receive direct notification of an emergency situation or, if after hours, through the Willamette Valley Communications Center (WVCC). A determination is then made for the appropriate response to the warning message. The Emergency Manager or designee is responsible for providing a recommendation to the BOC Chair or designee for the activation of the EOC. In the event of a catastrophic disaster, the Emergency Manager has the authority to immediately activate the EOC. The level of activation may vary with the situation, e.g., the EOC Team may be put on "standby," indicating that the EOC may be opened at a later time, or it may be activated with a limited staff as determined by the Emergency Manager until full staffing is needed.

4.5.2 Activation Guidelines

The following are general guidelines for determining the appropriate response to pending or actual emergency situations. However, these guidelines may not meet every situation, and there may be instances of less magnitude or seriousness in

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which it is desirable to utilize the EOP or activate the EOC. For example, an earthquake of magnitude 5 or greater on the Richter scale may or may not cause widespread damage but would nevertheless warrant the activation of the EOC to better coordinate the flow of information and damage assessment.

Table 13 – Emergency Operations Center Activation Levels and Descriptions

| Level | Description | Response |
|--------------------|---|---|
| 1: Advisory | A situation is in progress, or has occurred, that is beyond the level of day-to-day emergency incident but is confined to a small area or population and does not appear to pose a continuing threat to life or property or to be beyond the capabilities of the responding agencies. | This is basically an “awareness” or information only level of response and may or may not require monitoring for possible escalation. Further action or distribution of the information to other members of the EMD would not normally be required for most advisories. |
| 2: Alert | A situation is in progress, or has occurred, that is a special emergency incident involving a large area or population, poses a continuing threat to life or property, and may require protective actions or additional resources beyond the capabilities of the responding agencies. | The Emergency Manager or designee should evaluate the situation to determine the level of response (standby, utilize the EOP without EOC activation, or activate EOC on a limited basis). The Emergency Manager will then make a recommendation to the BOC Chairperson who, in turn, will inform the Policy Group of the level of response. The Emergency Manager will, as necessary, make the appropriate notifications. |
| 3: Major Emergency | A situation is in progress, or has occurred, involving a large area/population, that has caused significant human or economic loss and continues to pose an immediate threat requiring protective actions and additional resources. | All EOC staff are to contact/ report to the EOC as soon as they become aware of a major emergency situation without waiting for notification. The Emergency Manager will inform the BOC Chairperson of the activation of the EOC, who, in turn, will inform the Policy Group of the planned response. Members of the EOC management staff who have not reported to the EOC will be contacted to ensure that they are aware of the need to activate the EOC. |

4.5.3 Deactivation Guidelines

Each situation will need to be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. The decision process should begin with the EOC Incident Command and management staff, considering the factors outlined below, and include a formulation of a recommendation for the Policy Group.

If city EOCs are continuing their emergency response operations, the County EOC should probably remain open, preferably with only minimal staffing, to coordinate activities between the state and local levels. Another option may be to assign an

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Emergency Management Coordinator to work as an on-site liaison at the city EOC. The need to remain open or to maintain a liaison should be closely monitored by the Emergency Manager.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the County EOC during the day with limited staffing to facilitate the dissemination of information regarding disaster relief programs available for the public and local government. This alternative should be weighed against the option of immediately requiring the Emergency Manager and staff to handle the recovery phase as part of their daily responsibilities, which is the ultimate goal. If there is no longer a need to coordinate response activities or the flow of information from a city EOC to EMD, the EOC should be closed as soon as possible, with the County Emergency Manager assuming responsibility for coordinating follow-up recovery activities for the disaster during the normal work day.

The BOC Chairperson or the designated successor, as outlined in the Basic Plan section of the EOP, has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, the information needs to be disseminated to the same agencies that were notified when it was activated.

4.6 Access Functional Needs Populations

Provision of information and planning activities will take into account populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

4.7 Coordination with Other ESFs

The following ESFs support ESF-5 activities:

- **All ESFs** – All functions will provide situation status updates to ESF-5 to guide incident action planning activities.

5 ESF Annex Development and Maintenance

The Polk County EMD will be responsible for coordinating with area fire districts/departments to ensure an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-5 Resources
- **Appendix B:** ESF-5 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-5 Representative Checklist
- **Appendix D:** Polk County EOC Purpose and Team Objectives
- **Appendix E:** Polk County EOC Structure (ICS Organization Chart)
- **Appendix F:** EOC Message Format
- **Appendix G:** Initial Damage Assessment Materials

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- **Appendix H:** EOC Set-up for Activation
- **Appendix I:** EOC Floor Plan
- **Appendix J:** EOC Staffing Roster
- **Appendix K:** EOC Notification Checklist
- **Appendix L:** References

Appendix A: ESF-5 Resources

The following resources provide additional information regarding ESF-5 and Information and Planning issues at the local, state, and federal level:

Local

- Local Mutual Aid/Resource Sharing Agreements

State

- Oregon Comprehensive Emergency Management Plan: ESF-5: Information and Planning. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- National Response Framework. FEMA. ESF-5: Information and Planning. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- National Emergency Communications Plan. CISA. Current version 2019 (Cybersecurity and Infrastructure Security Agency, 2019).

Appendix B: ESF-5 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 5: Information and Planning. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Prevention

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-5 include the following:

All Tasked Agencies

- ☐ Maintain an inventory of personnel and resources available to support emergency operations.
- ☐ Maintain department data and statistics that may inform incident planning and damage assessment activities.
- ☐ Develop operational plans for ESF-5 activities.
- ☐ Participate in ESF-5 trainings and exercises as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-5 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-5 activities.
- ☐ Establish and maintain systems for incident data management and information sharing.
- ☐ Maintain the operational capacity of the County EOC to support information and planning activities.
- ☐ Establish standardized reporting processes and prepare standardized reporting formats and forms.
- ☐ Ensure that staff are identified and adequately trained to fulfill the planning function in the County EOC.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-5 include the following:

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All Tasked Agencies

- ☐ Assess status of and impacts to agency systems, infrastructure, customers, etc.
- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-5 activities.
- ☐ Ensure that agency data is entered into any incident management information system used (e.g., online, software, paper, etc.).

Polk County Emergency Management Department

- ☐ Activate the County EOC and establish operational objectives and priorities through the incident action planning process.
- ☐ Monitor incident status

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-5 include the following:

All Tasked Agencies

- ☐ Continue to provide situation status updates as requested by the County EOC.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-5 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-5 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Keys to Success Checklist

INFORMATION MANAGEMENT

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for ESF Leads and agency representatives includes the following:

- ☐ Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture
- ☐ Serve as a conduit of information to and from agencies
- ☐ Supply accurate, appropriate, and up-to-date information to the Situation Report

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for ESF Leads and agency representatives includes the following:

- ☐ Coordinate the contribution of resources from an agency to the response and recovery
- ☐ Request resources from other sources and agencies
- ☐ Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request.

Appendix D: Polk County EOC Purpose and Team Objectives

Purpose

The purpose of the Polk County EOC is to facilitate the use of the County's EOP in coordinating the community's response to a major emergency or disaster and is activated whenever it is determined to be desirable or necessary.

Emergency Operations Team Center Objectives

The focus of the EOC Team is to be on the communications and coordination functions in efforts to reduce the effects of major emergencies/disasters on life, property, and the environment. The EOC Team will:

- Gather data and information regarding the results/continued threat of the incident to make situation reports, assess damages and determine losses:
 - Establish communications with cities, 9-1-1 centers, EAS (Radio/TV), American Red Cross, fire districts, state agencies, adjoining counties, schools, hospitals, and utilities.
 - Make site visits/overflights to obtain first-hand assessments.
- Provide timely reports on data and information collected:
 - Maintain communications/liaison efforts with other governmental entities (cities, the State EMD, FEMA).
 - Ensure that the Polk County Policy Group is kept fully informed.
 - Appoint a PIO to ensure timely news releases for the media/public.
- Communicate and coordinate with the County Department Directors, who will be responsible for directing the response to the emergency/disaster by County departments and for continuing/restoring critical governmental services:
 - Maintain an awareness of County response activities and the commitment of current resources.
 - Establish communications with field Incident Commanders/department heads and coordinate response activities, as appropriate.
- Coordinate evacuation and sheltering activities, as required by the incident.
 - Assist field Incident Commanders in determining evacuation requirements (area to be evacuated, evacuation routes, transportation needed, destination sites), as necessary.
 - Work with the American Red Cross liaison to ensure that needed sheltering and feeding are provided.
 - Coordinate the identification, prioritization, and allocation of additional resources as requested by County departments and other responding agencies.
 - Provide supplemental personnel, equipment, and/or material for emergency response, as resources allow.
- Utilize volunteers for support activities, as needed.
- Ensure that proper cost accounting occurs for emergency response activities by all local agencies and County departments (to qualify for state and/or federal funding assistance).
- Determine when County resources are exhausted and recommend that a state of emergency be declared and state and/or federal assistance requested.

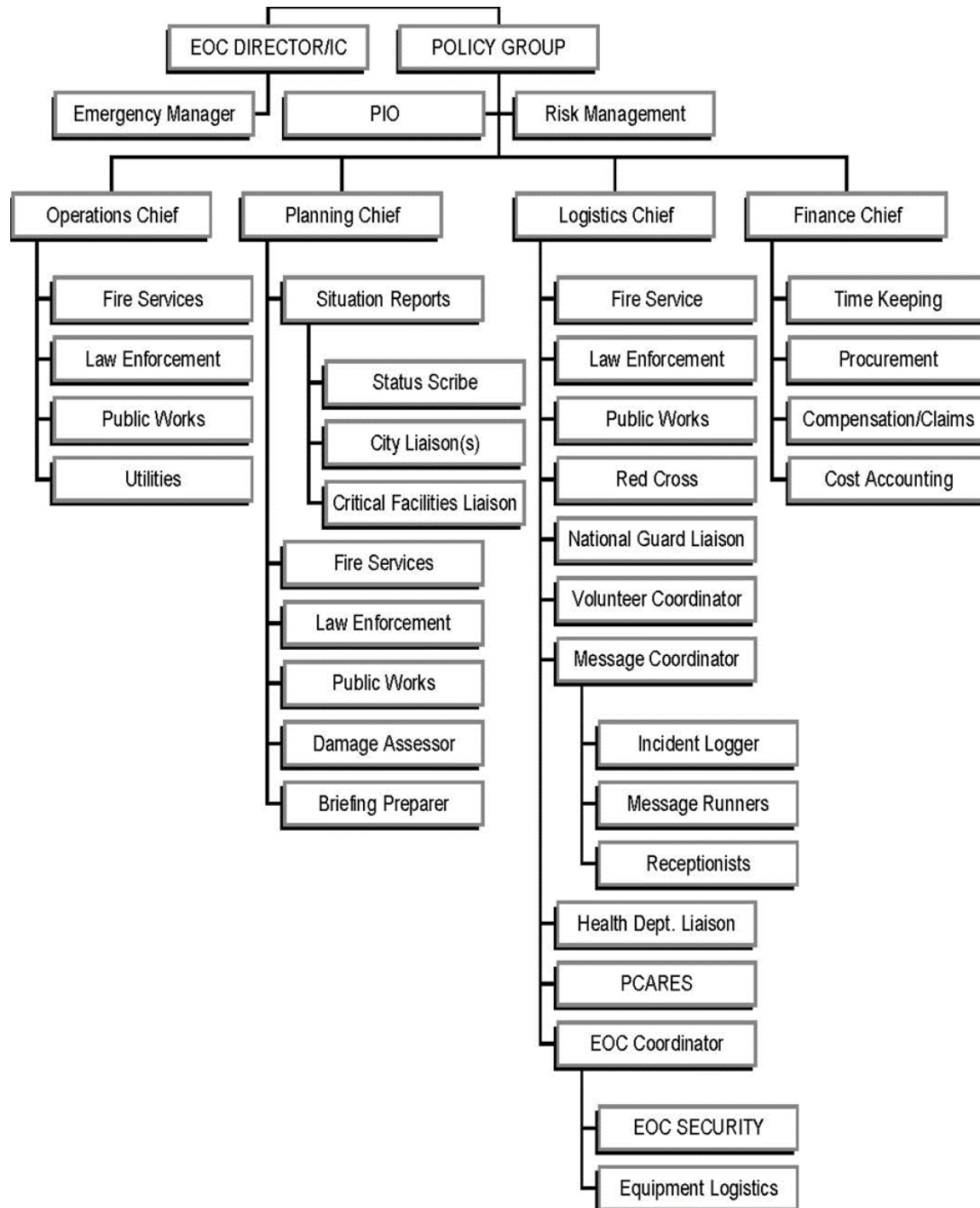
Planning Appendix D

- Assist other units of local government in the emergency declaration process, as appropriate.
- Ensure that specific information on the extent of damage, injuries/loss of life, and type of assistance needed is contained in the request to the Governor.

Appendix E: Polk County EOC Structure

The following chart depicts worst case scenario assignments:

Figure 9 – ICS Organization Chart



Appendix F: EOC Message Template

| | | | |
|---------------------------------|--|------------------|--|
| Message #: | | Taken By: | |
| Date & Time: | | | |
| Originator: | | | |
| Department or Location: | | | |
| Phone # or Radio Call #: | | | |
| Message: | | | |
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| | | | |
| Delivered To: | | | |
| Priority: | | Routine: | |
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| Time Logged: | | | |
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| Operations Taken: | | | |
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| | | | |
| Name: | | | |
| | | | |
| Department: | | | |
| | | | |
| Date: | | Time: | |
| | | | |

Appendix G: Initial Damage Assessment Materials

Forms

Electronic copies of the following damage assessment forms can be found at <https://www.oregon.gov/oem/emresources/disasterassist/Pages/Damage-Assessment.aspx>

- General Forms
 - County Situation Report Form
 - Sample County Situation Report
- General Guidelines
 - Emergency Declaration Guidelines for Elected and Appointed Officials
- Individual Assistance Forms
 - IDA and PDA Public Infrastructure Instruction Manual
 - Individual Assistance Initial Damage Assessment and Preliminary Damage Assessment Summary Form
 - Individual Assistance Initial Damage Assessment Collection Form
 - Individual Assistance Preliminary Damage Assessment Form
 - Individual Assistance Preliminary Damage Assessment Team Assignments Form
- Public Assistance
 - Preliminary Damage Assessment Form
- Public Assistance Forms
- Checklist of the Initial Damage Assessment Process for Public Assistance
 - Initial Damage Assessment County Summary Form
 - Initial Damage Assessment Data Collection Form for Public Infrastructure
 - Public Assistance Preliminary Damage Assessment Local Site Estimate Form
 - Public Infrastructure Guidelines and Categories
- Small Business Association Forms
 - Economic Injury Disaster Loan Request Instructions
 - Economic Injury Disaster Loan Worksheet Questionnaire
- Training Curriculum
 - Module 1 Introduction
 - Module 1 Introduction Slides
 - Module 2 Individual Assistance
 - Module 2 Individual Assistance Slides
 - Module 3 Public Assistance
 - Module 3 Public Assistance Slides
 - Module 4 Other Assistance
 - Module 4 Other Assistance Slides
- Training Presentations
 - Individual Assistance Initial Damage Assessment
 - Individual Assistance Preliminary Damage Assessment
 - Individual Assistance Programs
 - Public Assistance Initial Damage Assessment
 - Public Assistance Initial Damage Assessment and Preliminary Damage Assessment
 - Public Assistance Overview
 - Public Assistance Preliminary Damage Assessment
 - Requesting Resources

Planning Appendix G

- Sequence of Events

Polk County Reporting

Transmit to:

Polk County Emergency Management Department

820 Ash Street, Dallas, Oregon 97338

(Please provide notification via phone or two-way radio prior to sending this form)

Fax: 503-623-6819

Phone: 503-623-0715 and 503-831-3495

Email: EMS@co.polk.or.us

State Reporting

Transmit to:

Emergency Management Department, 3225 State Street, POB 14370, Salem,
Oregon 97309

(Please provide notification via phone or two-way radio prior to sending this form)

Fax: (503)-373-7833 (24 hours)

Telephone: (503)-378-2911 (24 hours)

Amateur Radio: 145.65 (Packet)

Call sign KC7KFI 3.993.5 & 7.228 (hf)

Appendix H: EOC Activation Set-Up

To set up the EOC, when activated:

- Establish EOC security check-in/out
- Put up “Sign-In Board” near security checkpoint.
- Arrange according to EOC floor plan.
- Place telephones on tables and connect to jacks; secure cords with duct tape. Verify phone numbers and operational capability of phones. Set up voice mail boxes 545 and 563.
- Verify the EOC is equipped with laptops for use during activation. Any additional computers or printers need to be arranged with IS services.
- Verify the EOC fax is operational.
- Set up message boxes.
 - Message Coordinator (“IN” only)
 - Coordinators table (“OUT” only)
 - Recorder (“IN” and “OUT”)
- Place name plates at each location
 - Check contents to ensure that all materials are present: 1) Position Description, 2) Message Flow Chart, 3) Status of Resource Requests, 4) Message Forms, 5) Paper tablet and pencils.
- Put additional supplies on tables (staplers, tape, sticky notes, etc.).
- Put EOC ICS organizational chart on the wall/Green Board.
- Ensure that initial checklists and policy and procedure instructions are available for use as well as other resources, including:
 - Resource manual or CD
 - Telephone books (Dallas, outlying cities)
 - County Government telephone books
 - County EOP
 - Copies of checklists for relief staff (2nd/3rd shifts)
- Assist and support EOC staff in activating the EOC.

Appendix I: EOC Floor Plan

Appendix J: EOC Staffing Roster

Reason for Activation: _____

Date:

Approved by (Name/Title/Agency): _____

| Position Number | Name | Position Title | First Shift | Second Shift |
|-----------------|------|----------------|-------------|--------------|
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Appendix K: EOC Notification Checklist

Alert each of the following groups as appropriate or directed:

| Alerted: | Time: |
|--|--------------|
| Chairman, County Commissioners | |
| Emergency Manager | |
| County Administrator | |
| City Manager or Mayor (as appropriate) | |
| County Sheriff | |
| City Police (as appropriate) | |
| Oregon State Police | |
| District Fire Chief | |
| City Fire Chief (as appropriate) | |
| Other Fire Services | |
| Information Services /GIS Director | |
| Public Works (Road Dept.) Director | |
| Public Works Supervisor | |
| City Road Department (as appropriate) | |
| Oregon Department of Transportation | |

Ambulance

Ambulance

Medical Clinic

Medical Clinic

Hospital

Building Department State Emergency Management
(Salem)

American Red Cross

Salvation Army

Water Department

Gas and/or Electric Company

Telephone Company

Other:

Other:

Other:

Appendix L: References

- Cybersecurity and Infrastructure Security Agency. (2019). *National emergency communications plan*. Retrieved from https://www.cisa.gov/sites/default/files/publications/19_0924_CISA_ECD-NECP-2019_1.pdf
- Federal Emergency Management Agency. (2016). *Emergency support function #5 - Information and planning annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_5_Information-Planning.pdf
- Federal Emergency Management Agency. (2017). *National incident management system (3rd ed.)*. Retrieved from https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf
- Oregon Office of Emergency Management. (2014). *ESF 5 - Information and planning*. Retrieved from https://www.oregon.gov/oem/Documents/2015_OR_EOP_ESF_05_information_planning.pdf

Polk County Emergency Operations Plan



ESF-6: Mass Care, Food, and Water

Prepared by:



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| ESF-6 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Family and Community Outreach Public Health Department |
| Supporting County Agencies | Sheriff's Office and Animal Control Behavioral Health Department Environmental Health Department Housing Authority Willamette Valley Communications Center (911) Public Works Department Amateur Radio Emergency Services |
| Community Partners | Salvation Army Humane Society of the Willamette Valley Other volunteer/non-governmental organizations American Red Cross |
| Primary Oregon State Agencies | Department of Human Services Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 6 describes how the County will support the efforts of city and Tribal governments, and non-governmental organizations will identify food, water, mass care, emergency assistance, temporary housing, and human services needs of people impacted by disasters. Also, how these resources will be obtained and transported to an impacted area.

1.2 Scope

The following activities are within the scope of ESF-6:

- Food and water include:
 - Assessment of food and water needs for areas impacted by a disaster
 - Identification of food and water resources
 - Storage of food and water resources
 - Monitoring the collection and sorting of all food and water supplies and establishing procedures to ensure that they are safe for consumption
 - Coordinating transportation of food and water resources to impacted areas
- Mass care includes:
 - Sheltering for the general population and populations with access and functional needs
 - Feeding operations
 - Bulk distribution of emergency items
 - Collecting and providing information to family members regarding those affected by the disaster
 - Care for companion and service animals
- Emergency assistance includes:

ESF-6: Mass Care

- Family reunification
- Distribution of donated goods
- Housing includes:
 - Providing short-term housing solutions for those affected by the disaster. This may include, but is not limited to:
 - Rental assistance
 - Repairs
 - Loans
 - Manufactured housing
 - Semi-permanent and permanent construction
 - Referrals
 - Identification and provision of accessible housing
 - Access to other sources of housing assistance
- Human services include:
 - Disaster unemployment insurance
 - Disaster legal services
 - Veterans' support
 - Services for populations with access and functional needs

Related annexes are ESF-8: Health and Medical and ESF-11: Agriculture and Animal Protection

2 Situation and Assumptions

2.1 Situation

The County is faced with a variety of hazards that may impact availability of food and water for impacted communities. Large populations may also require mass care, personal emergency assistance, short-term housing, and other types of human services as part of response and recovery actions. The following considerations should be considered when planning for and implementing ESF-6 activities:

- A significant emergency or disaster may severely diminish community food and water supplies.
- Households and businesses without electricity for extended periods will lose refrigerated and frozen goods.
- The heat of summer may exacerbate existing issues, as ambient air temperature will increase the rate of spoilage and the need for ice.
- Damage to freshwater supplies and wastewater treatment systems may increase the risk of infection due to waterborne illness and increase the demand for bottled water.
- Access and functional needs populations may have special dietary restrictions on food and the preparation of meals.
- Hazards may affect widespread areas, and emergency care personnel in unaffected neighboring communities may be overwhelmed with impacted and displaced households.
- An influx of evacuees can increase the population of a receiving community during a significant disaster or emergency event, putting additional strain on the evacuation sites.

ESF-6: Mass Care

- Mass care needs may range from emergency sheltering operations for a limited number of visitors and citizens to intermediate or even long term housing.
- In accordance with the ARC's organizational documents and charter, ratified by the United States Congress on January 5, 1907, the ARC provides an array of "Mass Care Services" to emergency and disaster survivors routinely under its own authority (American Red Cross). Furthermore, the ARC is tasked as the primary agency responsible for federally supported Mass Care Services per the National Response Framework (ESF-6).
- Animals (except for service animals) are not allowed in public shelters. Disaster conditions are likely to require evacuation and care of domestic animals and livestock and these are addressed in ESF-11: Agriculture and Animals.
- The diverse nature of the County will be reflected by shelter populations and will likely include a significant number of persons with access/functional needs (e.g., elderly, persons with language barriers, physical challenges, or other limiting medical or behavioral condition) and/or persons who are vulnerable to becoming marginalized or those with specialized needs (e.g., students, inmates, registered sex-offenders, the indigent, persons with chemical dependency concerns, etc.). Special populations are addressed in ESF-8: Health and Medical.
- Local emergency operations plans should contain strategies and procedures for addressing the needs of vulnerable populations in the event of emergency situations.

2.2 Assumptions

ESF-6 is based on the following planning assumptions:

- The need for fresh food and water could overwhelm the County's local supply if electricity is not available for three or more days.
- Damage projection models will be used to calculate the number of people affected in order to assess the amount of emergency food and water needed to meet anticipated demand.
- Quantity usage tables will provide the guidance on serving sizes provided. These tables will also help guide the forecasting of supply needs to provide resources to the community.
- Widespread damages may necessitate the relocation of survivors and the need for mass care operations.
- It can be challenging to predict the number of households that will require shelter as some survivors will go to shelters, while others will find shelter with friends and relatives. Additionally, some may want to stay in their damaged homes and EMS, or County Behavioral Health services might need to support with relocating these individuals.
- Family and Community Outreach might open shelters on short notice before the ARC is set up to respond. In this gap between activation and when ARC personnel arrive and assume responsibility, local government personnel should be prepared to manage and coordinate shelter and mass care activities.
- The demand for shelters may prove to be higher than what is available.
- If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

ESF-6: Mass Care

- Essential public and private services will be continued during mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters will need to decide what operations can continue and what will be temporarily canceled.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-6 related activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident-related activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., ARC); or the entity's jurisdictional authority.

See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All mass care and food and water related activities will be performed in a manner that is consistent with the National Incident Management System (NIMS) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act .

- In accordance with the Basic Plan and this ESF Annex, Polk County Public Health is responsible for coordinating mass care related activities. Polk County Family and Community Outreach is responsible for coordinating food and water-related activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with mass care and food and water will first be issued in accordance with established mutual aid agreements. Once those resources have

ESF-6: Mass Care

been exhausted; a request may be forwarded to the State Emergency Coordination Center.

- The County Emergency Operations Center (EOC) will provide guidance for the coordination of mass care and food and water resources.

In the case of unmet needs, the Board of Commissioners will issue requests for state and/or federal assistance via the EOC to the Oregon EMD in Salem. Some emergencies will not entail mass care assistance but will still require a limited amount of emergency food and clothing. The Family and Community Outreach Director, through existing Polk County staff, volunteer organizations, and church groups will coordinate this assistance.

Initial preparedness efforts will begin with identification of population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped, those with companion or service animals). Needs should be matched to capabilities and resources, and any gaps should be addressed through planning, training, and exercises. When an incident occurs and evacuation is required, preparations will begin for receiving evacuees at selected facilities. Essential personnel, including volunteers, will be alerted; pre-positioned material resources (cots, blankets, food, etc.) will be made ready; and medical facilities will be alerted to the possibility of receiving evacuee patients. Participating agencies will provide food and clothing as needed, assist with registration of evacuees/survivors, and provide information to assist survivors needing additional services. Once the incident transitions to the recovery phase, the needs of survivors should be continually assessed and met as necessary via one or more Disaster Application Centers.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary county agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate mass care activities.

4.3 Emergency Operations Center Operations

Mass care and food and water activities will be coordinated at the EOC by the Polk County Family and Community Outreach and EMD. Shelter/lodging facility managers will be responsible for operating their individual facilities. The primary communications link between shelter facilities and the EOC will be landline and wireless telephone. If telephones cannot be used or are overloaded, law enforcement personnel will provide radio assistance. Shelter facility managers should arrange for persons in their facilities to monitor prescribed communication sources for guidance and announcements.

When mass care and food and water related activities are staffed in the EOC, the appointed ESF-6 representative will be responsible for the following:

ESF-6: Mass Care

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to mass care and food and water.
- Share situation status updates related to mass care and food and water to inform development of the Situation Report.
- Participate in EOC briefings and provide mass care and food and water specific reports for the EOC.
- Assist with developing and communicating mass care and food and water actions for tasked agencies.
- Monitor ongoing mass care and food and water related actions.
- Coordinate mass care and food and water information with ESF-14: Public Information, to ensure consistent messaging.
- Coordinate mass care and food and water staff shifts to ensure the functions can be staffed across operational periods.

4.4 Shelters and Mass Care Facilities

Mass care includes evacuee registration, opening and managing temporary lodging facilities, and feeding evacuees and workers at both mobile and fixed feeding sites. It also includes providing food, water, shelter, and medical care to evacuees' companion and service animals. Non-governmental organizations may register evacuees in shelters and should coordinate information with appropriate government agencies but may not know they need to. The Oregon Department of Human Services Regional Office for Social Services can also provide support for sheltering and mass care if needed.

Provision of food and water will consider populations with access and functional needs. The needs of children and adults who have disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

Support shelters are life preserving and designed to provide protection from the direct effects of hazard events (e.g., tornado safe rooms) and may or may not include the life supporting features associated with mass care facilities. Mass care facilities are also life-supporting and they additionally provide basic life-sustaining services when hazard events result in evacuations.

The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Public school buildings are the primary County facilities for emergency mass care, as well as food and water storage and distribution; school district facility use will be coordinated with school district officials. Facilities will be selected based on their location – far enough from the hazard area to prevent the possibility of the threat extending to the mass care facility. The Emergency Management Director will obtain permission from owners to use other facilities as required. When ARC facilities are opened, it will be the responsibility of the ARC to maintain all functions and staffing according to the organization's own policy.

Options for temporary shelter available to Polk County during the first 72 hours of an incident include:

- Predetermined sheltering sites and supplies

ESF-6: Mass Care

- General purpose tents available through the Oregon National Guard and requested by the County EOC to EMD
- If a Presidential Declaration has been made, temporary buildings or commercial space requested through the Federal Coordinating Officer

A designated member of the County EOC staff will serve as the Polk County Shelter Coordinator. Services will be provided through the coordinated efforts of County staff members, the ARC, the Salvation Army, other state-supported agencies, volunteer agencies, and mutual-aid agreements. Law enforcement agencies will provide security at shelter facilities when possible, and support back-up communications if needed. A list of all established reception and care facilities in Polk County is maintained by the Polk County Family and Community Outreach.

There are existing facility agreements obtained and held by the ARC. The ARC maintains a current list of area shelters with signed agreements. These shelters can be activated by alerting the local ARC chapter. This information will be available to the County EOC during an emergency. The ARC will assist in the registration of evacuees and, as applicable, will coordinate information with appropriate government agencies regarding evacuees who are housed in ARC supported shelters.

4.5 Emergency First Aid

The following agencies and entities can provide support for emergency first aid and referral to appropriate medical personnel and facilities:

- Polk County Public Health
- Polk County Fire Districts/Departments
- Willamette Valley Communications Center (9-1-1)
- Oregon Veterinary Medical Association
- ARC, Health Services Personnel

4.6 Disaster Welfare Information

Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area. The Polk County Family and Community Outreach and EMD will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. PCARES provides support to the Polk County Family and Community Outreach and EMD in gathering, disseminating, and managing Disaster Welfare Inquiry.

4.7 Disaster Application/Assistance Centers

After a Presidential disaster declaration, Disaster Application/Assistance Centers can be activated. There are numerous grants and assistance programs available through FEMA (Federal Emergency Management Agency, 2020):

- Individual and Household Program Assistance
- Disaster Unemployment Assistance
- Crisis Counseling Assistance and Training Program

ESF-6: Mass Care

- Voluntary Agency Coordination
- Mass Care and Emergency Assistance
- Disaster Case Management
- Disaster Legal Services
- Additional Resources

4.8 Feeding

Food is provided to survivors through a combination of fixed sites, mobile feeding units, and bulk distribution. Feeding operations are based on nutritional standards and should include meeting requirements of survivors with special dietary needs, if possible. The Polk County Family and Community Outreach and Public Health will be responsible for planning meals, coordinating mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies.

4.9 Bulk Distribution

Emergency relief items to meet urgent needs are distributed via established sites within the affected area. Distribution of food, water, and ice requirements through federal, state, local, and non-governmental organizations are coordinated at these sites. Within the County's jurisdiction, the Polk County Family and Community Outreach will coordinate all bulk distribution activities with the Logistics Section of the County EOC.

Agencies and organizations involved in supporting and managing bulk distribution typically include, but are not limited to:

- EMD
- ARC
- Salvation Army
- Polk County Public Health
- Private-sector partners

4.10 Housing

All housing needs identified during and following emergency incidents or disasters impacting the County will be coordinated through the County EMD through the EOC. Liaisons will be assigned to the command staff to manage and coordinate resources and activities with regional, state, federal, non-governmental organizations, and private-sector entities. Disaster survivors will be encouraged to obtain housing with family or friends or in commercial facilities. Although, in significant disaster situations, the County can also request that the federal government provide emergency housing.

The following agencies/organizations are available to aid survivors with short and long term housing needs:

- Polk County Family and Community Outreach
- Private-Sector Partners
- Oregon EMD
- The ARC

4.11 Crisis Counseling and Behavioral Health

Polk County Behavioral Health Department will coordinate behavioral services to the general public. Specific concerns within the first responder community can also be addressed through the Polk County Sheriff's Office which coordinates behavioral and crisis counseling services for law enforcement and fire services staff.

Agencies/organizations involved with providing crisis counseling and behavioral support to survivors and families, the first responder community, and access and functional needs populations include:

- Polk County Behavioral Health
- County and regional volunteer organizations
- Local nursing homes and care facilities
- Oregon Department of Human Services

See ESF-8: Health and Medical for additional detail.

4.12 Access and Functional Needs Populations

Disaster survivors and access and functional needs groups may require assistance to meet their necessary expenses and needs (e.g. food, clothing, housing, medical, and financial). Local and State human service agencies will identify access and functional needs groups and ensure that these vulnerable populations' needs are met. Coordinating and identifying individuals with access and functional needs within the impacted area is a critical element of emergency response and recovery operations for Polk County. Access and functional needs can be characterized by age (children and the elderly), physical and/or mental disabilities, first-languages (limited or non-English speakers), those with medical conditions (injury, illness, compromised immune systems), individuals with service animals, or other needs that warrant special considerations in an emergency. Agencies and organizations involved in managing, transporting, and communicating with access and functional needs populations during a mass care and food and water related incident include:

- Polk County EMD
- Polk County Family and Community Outreach
- Polk County Public Health
- Oregon Department of Human Services
- Private clinics and care facilities
- ARC and other volunteer agencies
- Polk County school districts
- Local radio stations serving Polk County and surrounding areas

4.13 Volunteer Services and Donated Goods

The Polk County Family and Community Outreach, with assistance from the EMD, will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the County EOC with the support of the ARC, Salvation Army, Saint Vincent de Paul, and other volunteer organizations. These activities will seek to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow NIMS standards. Information sharing and donated goods tracking/inventory systems available to this jurisdiction are summarized in ESF-7: Resource Support.

5 Coordination with Other ESFs

The following ESFs support mass care-related activities:

- **ESF-1: Transportation** – Assist in transportation of food and water supplies to impacted areas, including air support.
- **ESF-3: Public Works** – Coordinate repair and restoration of the State’s drinking water system.
- **ESF-8: Health and Medical** – Coordinate health inspections of mass care facilities; coordinate sheltering of populations with medical needs.
- **ESF-11: Agriculture and Animal Protection** – Provide care and shelter for animals, including service animals, pets, and livestock.
- **ESF-13: Law Enforcement** – Provide security for mass care facilities.
- **ESF-14: Business and Industry** – Coordinate with private-sector partners to support ESF 11 activities.
- **ESF-15: Public Information** – Inform the public about mass care operations.
- **ESF-16: Volunteers and Donations Management** – Coordinate volunteers and donated goods to support mass care operations.

5.1 ESF Annex Development and Maintenance

The Polk County Family and Community Outreach and EMD will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

5.2 Appendices

- **Appendix A:** ESF-6 Resources
- **Appendix B:** ESF-6 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-6 Representative Basic Checklist
- **Appendix D:** References

Appendix A: ESF-6 Resources

The following resources provide additional information regarding ESF-6 and mass care, food, and water issues at the local, state, and federal level:

Local

- Behavioral Health Response Plan. Polk County Public Health Department. Approved: December 2010.
- Willamette Chapter American Red Cross Sheltering Plan. 2006.

Regional and State

- Oregon Comprehensive Emergency Management Plan: ESF-6: Mass Care. Oregon EMD. Current version 2015 (Oregon Office of Emergency Management, 2015).
- Oregon Comprehensive Emergency Management Plan: ESF-11 Food and Water. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- National Response Framework. FEMA. ESF-6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services Annex. Current version 2016 (Federal Emergency Management Agency, 2016).
- National Response Framework. FEMA. ESF-11: Agriculture and National Resources Annex. Current version 2016 (Federal Emergency Management Agency, 2016).

Appendix B: ESF-6 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 6: Mass Care, Food, and Water. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency-specific plans and procedures that allow for them to effectively accomplish these tasks.

Prevention

Preparedness activities take place **before** an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-6 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-6 activities.
- ☐ Participate in ESF-6 related trainings and exercises as appropriate.
- ☐ Work with local, regional, and state agencies to align planning efforts (e.g., identifying duplicate vendor agreements, mutual aid agreements, common point of dispensing planning, etc.).

Polk County Family and Community Outreach

- ☐ Coordinate an annual review and update of the ESF-6 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-6 activities.
- ☐ Collaborate with the County EMD and Public Health to develop and maintain a mass care and food and water plans/SOPs for the County that includes procedures for:
 - ☐ Mass care
 - ☐ Emergency assistance
 - ☐ Housing
 - ☐ Human services
 - ☐ Stockpiling/procuring food and water consumables.
 - ☐ Transporting food and water consumables to and from the warehouse/staging area.
 - ☐ Documenting the amounts food and water consumables provided to points of dispensing and monitoring inventory status.

Mass Care Appendix B

- ☐ Providing for the sustenance needs of persons with dietary restrictions (i.e., infants, diabetics, renal patients, hypertensive patients, those on liquid diets, vegetarians, persons with cultural sensitivities, etc.)
- ☐ Coordinate pre-incident public health inspections of shelters and verify sanitary conditions as required.
- ☐ Coordinate with the EMD and appropriate non-governmental organizations in the development of the mass care and food and water program.
- ☐ Pre-plan sheltering agreements in coordination with the EMD and appropriate non-governmental organizations.
- ☐ Establish contacts within supporting non-governmental organizations.
- ☐ Identify and organize volunteer groups within the community and develop the necessary agreements in coordination with the EMD.
- ☐ Coordinate with the EMD and the appropriate non-governmental organizations in identifying population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped).
- ☐ Coordinate with the EMD and the appropriate non-governmental organizations in identifying sources and distribution mechanisms for food and clothing if available.

Polk County Emergency Management Department

- ☐ Maintain operational capacity of the County EOC to support mass care and food and water activities.
- ☐ Ensure that staff are identified and adequately trained to fulfill the finance function in the County EOC, including resources utilized to support mass care and food and water operations.
- ☐ Coordinate with the Family and Community Outreach, Public Health, and non-governmental organizations as appropriate in the development of the mass care and food and water program.
- ☐ Pre-plan mass sheltering and food and water agreements in coordination with the Family and Community Outreach and appropriate non-governmental organizations.
- ☐ Establish contacts within supporting non-governmental organizations.
- ☐ Identify and organize volunteer groups within the community and develop the necessary agreements in coordination with the Family and Community Outreach.
- ☐ Coordinate with Public Health and appropriate non-governmental organizations in identifying population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped).
- ☐ Coordinate with the Family and Community Outreach and appropriate non-governmental organizations in identifying sources and distribution mechanisms for food and clothing.

Mass Care Appendix B

☐ Coordinate transportation needs for special population groups and emergency goods and services through area schools, churches, and other organizations possessing transportation assets.

American Red Cross (via agreement)

☐ Recruit, train, and maintain a volunteer staff with the capacity to operate shelters and support with food and water if needed.

☐ Enter into agreements with locations suitable to serve as emergency shelters in accordance with established guidelines.

☐ Pre-plan sheltering and food and water support in coordination with the Family and Community Outreach and the EMD.

☐ Support Family and Community Outreach, EMD, and Public Health in identifying population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped).

☐ Support Family and Community Outreach, EMD, and Public Health in identifying sources and distribution mechanisms for food and clothing.

Polk County Environmental Health

☐ Inspect mass care sites for safety of food, water, and other environmental factors.

Polk County Fire Departments

☐ Train shelter personnel in fire safety and suppression.

☐ Inspect and approve shelters and mass care sites for structural and fire safety.

Response

Response activities take place **during** an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-6 include the following:

All Tasked Agencies

☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.

☐ Provide a representative to the County EOC, when requested, to support ESF-6 activities.

Polk County Family and Community Outreach

☐ Notify the appropriate non-governmental organizations of a need for shelters and food and water, estimated persons affected, and evacuation routes.

☐ Provide oversight and resource support for shelter and food and water operations. If needed, Family and Community Outreach will be the primary sheltering resource.

Mass Care Appendix B

American Red Cross (via agreement)

- ☐ Coordinate the emergency shelter operations to provide for the temporary housing needs of citizens displaced by emergencies/disasters.
- ☐ Support mass care and food and water operations and assist with distributing food and water supplies.
- ☐ Provide emergency food, clothing, and other necessities.
- ☐ Provide assistance toward temporary home repairs.
- ☐ Provide information for survivors needing additional services.
- ☐ Maintain records of all expenses incurred during mass care and food and water activities.

Polk County Emergency Management Department

- ☐ Coordinate emergency shelter operations to provide for the temporary housing and food and water needs of citizens displaced by emergencies/disasters.
- ☐ Notify the Family and Community Outreach of a need for shelters and food and water, estimated persons affected, and evacuation routes.
- ☐ Maintain communication between shelter and food and water facilities and the EOC.
- ☐ Track resources used through the EOC Finance Section.
- ☐ Request support for volunteers and donations activities through the State Emergency Coordination Center.

Polk County Behavioral Health

- ☐ Coordinate crisis counseling for disaster survivors/workers.
- ☐ Assist Polk County Family and Community Outreach in registration of evacuees.

Polk County Public Health Department

- ☐ Assess current and projected health care needs for the county in coordination with local, state, tribal, and federal partners.
- ☐ Coordinate with other partners the distribution of and access to health care for members of the community.
- ☐ Work with the Public Information Officer and/or other representatives to craft public messaging surrounding the safety of the County's food and water supply (e.g., boil notices).

Polk County Public Works Department

- ☐ Provide and coordinate public information regarding alternate routes and road closures.
- ☐ Inspect and approve shelters for structural and fire safety.

Mass Care Appendix B

Polk County Sheriff and Municipal Police Departments

- ☐ Provide security and law enforcement at shelters and mass care facilities where possible.
- ☐ Assist evacuees with transportation to shelters.

Salvation Army (via agreement)

- ☐ Provide information regarding shelter and medical care for domestic (companion/service) animals.
- ☐ Perform counseling and morale building services.
- ☐ Provide specialized skills, such as interpreters and social workers.
- ☐ Assist in mass feeding operations.

Humane Society of the Willamette Valley/Hopes Haven

- ☐ Support the provision of food, water, shelter, and medical care for domestic (companion and service) animals.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or an even safer situation following an emergency. Recovery roles and responsibilities for ESF-6 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to the management of mass care and food and water activities.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.
- ☐ Coordinate with state and federal officials regarding the location of the Disaster Application Center.
- ☐ Staff Disaster Assistance/Application Centers as required.

American Red Cross (via agreement)

- ☐ Assess continued humanitarian needs of survivors.
- ☐ Inform public of extended care location/availability.

Mitigation

Mass Care Appendix B

Mitigation activities take place **before and after** an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-6 include the following:

All Tasked Agencies

- ☐ Participate in the hazard/vulnerability identification and analysis process.
- ☐ Take steps toward correcting deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.

Appendix C: ESF-6 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms. |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), an Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Mass Care Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture. <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

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Polk County Emergency Operations Plan



ESF-7:



Resource Support

Prepared by:



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7: Resource Support

| ESF-7 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Board of Commissioners |
| Supporting County Agencies | Emergency Management Department Finance Department Administrative Services Sheriff's Office Public Works |
| Community Partners | Local Municipalities Polk County Volunteer Organizations American Red Cross Fire Districts/Departments |
| Primary Oregon State Agencies | Department of Administrative Services Office of State Fire Marshal and Regional Hazardous Materials Response Team No. 13 Department of Forestry Military Department State Police Department of Transportation Department of Human Services Department of Agriculture Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 7 describes how the County will provide logistical and resource support during a time of emergency, as well as provide financial tracking and records management of overall costs of the County's response.

1.2 Scope

The following activities are within the scope of ESF-7:

- Coordinate the procurement and provision of County and private-sector resources during a disaster.
- Receive and coordinate response to resource requests from County departments and local response partners.
- Provide logistical and resource support for requirements not specifically addressed in other ESFs.
- Monitor and track available and committed resources involved in the incident.
- Monitor and document the financial costs of providing resources, including costs of providing County support, purchasing, or contracting goods and services, transportation, and above normal staffing.

7: Resource Support

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require resource support. Certain considerations should be considered when planning for and implementing ESF-7 activities, including the following:

- Upon request, ESF-7 provides the resource support needed to maintain the response capacity of the County and local response partners.
- Equipment and supplies are provided from current stocks or, if necessary, from commercial sources, using locally available sources when possible. ESF-7 does not include stockpiling supplies.
- During response operations, acquisition of these resources may be supported by preexisting memoranda of understanding, memoranda of agreement, and interagency agreements and contracts.

2.2 Assumptions

ESF-7 is based on the following planning assumptions:

- Local and tribal partners will exhaust local and mutual aid resource support mechanisms prior to requesting support from the County. A request may be made to the County EMD or Administrator if exhaustion of local resources is imminent.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- Donated goods and supplies will be managed and utilized as necessary.
- The management and logistics of resource support is highly situational and requires flexibility and adaptability.
- Local governments will expend resources and implement mutual aid agreements under their own authorities.

3 Roles and Responsibilities

This section outlines the roles and responsibilities assigned to County agencies and community partners to ensure that resource support activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

7: Resource Support

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as “tasked agencies” based on one or more of the following criteria: the organization’s self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity’s jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-7 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

The Resource Management function is an element of the incident management structure within the Emergency Operations Center (EOC). During emergencies, each department head will manage his or her resources internally (including those available through existing mutual aid agreements), in coordination with the County EOC. Voluntary controls over the use of scarce resources are to be used whenever possible. In most emergency response situations, however, overall resource allocation priorities will be established by the EOC based on the guidance in this annex and the policy direction of the BOC in its role as the Policy Group. The Logistics Section Chief has the authority to activate additional facilities and personnel as deemed appropriate and necessary by the situation. The Logistics Section reviews local, regional, and other resource requests. Local resources are allocated and used before requesting additional resources from regional, state, and national sources. Coordination efforts can expand into a Joint Operations Center and can further expand into the NIMS if the situation warrants.

In cases where a decision must be made to apply resources to one situation while another problem goes unattended, the preservation of human life shall take priority over the protection of property. In addition to public safety response capabilities, essential resources in a major emergency will include food, water, and petroleum products. The preservation/restoration of electrical power, critical routes, and bridges and critical facilities will also be priorities.

If additional equipment, personnel, and material are required for a major emergency/disaster, those requests will be relayed to the EOC where outside support will be pursued. Emergency purchase requests are to be coordinated through the EOC Finance Section. Emergency purchasing procedures will be established and records maintained of expenditures for goods, services, and personnel. In extreme circumstances where the County BOC has declared a state of emergency, the Chairperson, under the authority of Oregon Revised Statute 401 and the Polk County Code of Ordinances Chapter 10.910, has ultimate responsibility

7: Resource Support

for the resolution of conflicts regarding the application of limited resources (Oregon State Legislature, 2019) (Polk County, 1993).

Requests for resources that cannot be filled locally will be forwarded by the Polk County EOC Logistics Section to the EMD at the EOC.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-7 activities.

4.3 Emergency Operations Center Operations

The Polk County BOC serves as the overall authority for resource management, with operational responsibility delegated to the Emergency Manager. Department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of their work forces and keeping the BOC informed of resource requirements and coordinating emergency resource requests via the EOC. To the extent practical, potential resource shortages will be projected, identified, and made known to the EOC Operations and Logistics Section Chiefs.

When resource support activities are staffed in the EOC, the resource support representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to resource support.
- Share situation status updates related to resource support to inform development of the Situation Report.
- Participate in, and provide resource support reports for, EOC briefings.
- Assist in development and communication of resource support actions to tasked agencies.
- Monitor ongoing resource support actions.
- Share resource support information with the Public Information Officer to ensure consistent public messaging.
- Coordinate resource support staffing to ensure the function can be staffed across operational periods.

4.4 Confidential Resource Directory

The Polk County Emergency Management Department (EMD) maintains an annually updated Confidential Resource Directory. The list includes heavy-duty and specialty equipment. To date, no electronic resource tracking systems have been implemented for the County.

7: Resource Support

When requests are of high priority for the jurisdiction, an expedited procurement or hiring process may be in order. Procurement involves contacting suppliers, negotiating of sale by designated staff, and making transportation arrangements. Each department head maintains qualifications for types of positions, and the Policy Board can assist with hiring additional staff to support any facet of emergency operations, if necessary. The designated financial officer will update section chiefs and other Command Staff regarding their authorized budgets while also logging and processing transactions, tracking accounts, and securing access to more funding as necessary and feasible. The Policy Board will provide assistance and guidance regarding legal obligations and any special considerations granted by law to expedite requests and other tasks.

4.5 Resource Typing

Polk County utilizes resource typing as a method for standardizing nomenclature when requesting equipment and managing resources during an incident. NIMS approves this method for characterizing assets and providing mutual aid to partners during an emergency.

Within many of Polk County's identified resource types are divisions for size, power, or quantity. Where appropriate, these are described as Type I, Type II, Type III, and so on. When used properly, the County's resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment inaccurate or inappropriate for the situation. Response personnel and support staff should practice using the resource typing list and become familiar with the standard terminology for commonly requested resources.

4.6 Access Functional Needs Populations

Provision of resource support activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

4.7 Coordination with Other ESFs

The following ESFs support ESF-7 activities:

- **ESF-6: Mass Care, Food, and Water** – Identify and procure food and water resources to support needs.
- **ESF-16: Volunteers and Donations** – Coordinate provision of donated goods and services.
- **All ESFs** – All functions will make resource requests through ESF-7 through the EOC.

5 ESF Annex Development and Maintenance

The Polk County EMD will be responsible for coordinating with area fire districts/departments to ensure an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7: Resource Support

6 Appendices

- **Appendix A:** ESF-7 Resources
- **Appendix B:** ESF-7 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-7 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-7 Resources

The following resources provide additional information regarding ESF-7 and Resource Support issues at the local, state, and federal level:

Local

- None at this time.

State

- Oregon Comprehensive Emergency Management Plan: ESF-7: Resource Support. Oregon EMD. Current version 2015 (Oregon Office of Emergency Management, 2015).

Federal

- National Response Framework. FEMA. ESF-7: Logistics. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- Resource Typing Library Tool. FEMA: <https://rtlt.preptoolkit.fema.gov/Public>

Appendix B: ESF-7 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 7: Resource Support. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-7 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-7 activities.
- ☐ Participate in ESF-7 trainings and exercises as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-7 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-7 activities.
- ☐ Develop and maintain a Resource Support Plan for the County that includes procedures for:
 - ☐ Resource requesting
 - ☐ Resource staging
 - ☐ Resource tracking
 - ☐ Resource demobilization
- ☐ Develop plans for the establishment of logistic staging areas for internal and external response personnel, equipment, and supplies.
- ☐ Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.

Individual Department Heads

- ☐ Develop and maintain appropriate resource lists of personnel, equipment, and supplies as related to departmental activities and specific emergencies.
- ☐ Identify potential resource providers by major category (i.e., heavy equipment, hardware, transportation, fuel, food, and staffing).

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- ☐ Identify resource needs for special or critical facilities and submit lists to General Services, as necessary, so that contracts can be in place.
- ☐ Develop procedures for the movement of equipment and critical supplies for various emergency situations.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-7 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-7 activities.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Logistics Section in the County EOC if needed.
- ☐ Establish communication between the EOC and response agencies to determine the resources needed to support incident response and operations.
- ☐ Identify internal, jurisdiction resources available to support response and recovery operations.
- ☐ Determine the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
- ☐ Provide logistical support for the operation of the EOC and requests from the EOC Manager.
- ☐ Request support for resource support activities through the State Emergency Coordination Center.

Emergency Manager or Emergency Operations Center Incident Commander

- ☐ Ensure that resource surveys are conducted and maintained.
- ☐ Ensure that priorities for resource allocation are based on the guidance of this annex and the policy direction of the Policy Group.
- ☐ Resolve resource allocation priority issues in conjunction with the Policy Group as necessary.
- ☐ Institute resource controls as appropriate.

Emergency Operations Center Finance Section Chief

- ☐ Coordinate departmental requests for additional resources through contracts, as necessary.

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- ☐ Develop agreements with outside sources for use of resources if contracts are not already prepared.
- ☐ Screen resource offers for compliance with contracting requirements.
- ☐ Establish emergency purchasing procedures, as needed.
- ☐ Assist departments in maintaining records of emergency acquisitions of goods, services, and personnel.

Individual Department Heads

- ☐ Designate an EOC Logistics Coordinator and a backup to work at the EOC if a department has a major function to perform in an emergency or disaster (e.g., Law Enforcement, Public Works, Health, etc.)
- ☐ Coordinate emergency utilization of resources.
- ☐ Ensure that records of emergency expenditures are prepared during the response phase and submitted to the EOC Finance Section Chief.

Emergency Operations Center Incident Logistics Coordinator

- ☐ Monitor the commitment of resources for their functional areas (i.e., public works, law enforcement, fire, etc.)
- ☐ Identify additional resources to meet requests, using priorities based on guidance in this document and or/policy direction from the Policy Group, and allocating resources accordingly.
- ☐ Coordinating staging of resources with EOC Incident Commander(s) as necessary.

Local Municipalities

- ☐ Activate local and mutual aid resources to support emergency operations.
- ☐ Request additional support through the County EOC.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-7 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

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Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to the management of resources requested and/or utilized as part of response operations.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate. All after-action activities and implement corrective actions as appropriate

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-7 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-7 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Support Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: References

- Federal Emergency Management Agency. (2016). *Emergency support function #7 - Logistics annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_7_Logistics.pdf
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Polk County Emergency Operations Plan



ESF-8: Health and Medical

Prepared by:



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| ESF-8 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Public Health Department Behavioral Health Department Emergency Medical Services |
| Supporting County Agencies | Emergency Management Department Medical Examiner Board of Commissioners |
| Community Partners | West Valley Hospital Neighboring Local Public Health Authorities |
| Primary Oregon State Agencies | Oregon Health Authority |

1 Introduction

Emergency Support Function (ESF) 8 describes how the County will work to protect and promote the health of its residents during an emergency.

1.1 Purpose

ESF-8 describes how the County will coordinate plans, procedures, and resources to support health and medical care during a time of emergency and/or a developing potential health and medical situation. It should be noted, however, that the intent of this plan is not to constrain Polk County Public Health Department personnel from taking common sense actions to accomplish a mission, given the many potential scenarios that can unfold during an emergency. Rather, this ESF should be viewed as a foundation on which to manage a response.

1.2 Scope

The following activities are within the scope of ESF-8:

- Support local assessment and identification of public health and medical needs in impacted jurisdictions and implement plans to address those needs
- Coordinate and support stabilization of the public health and medical system in impacted jurisdictions
- Support sheltering of persons with medical needs
- Monitor and coordinate resources to support care and movement of persons with medical needs in impacted areas
- Support monitoring, investigating, and controlling potential or known threats and impacts to human health through surveillance, delivery of medical countermeasures, and non-medical interventions
- Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin
- Develop, disseminate, and coordinate accurate and timely public health and medical information
- Monitor the need for, and coordinate resources to support, fatality management services
- Monitor the need for, and coordinate resources to support, disaster behavioral health services

- Support responder safety and health needs
- Provide public health and medical technical assistance and support

2 Situation and Planning Assumptions

2.1 Situation

The County is faced with several hazards that could require health and medical support. The following considerations should be considered when planning for and implementing ESF-8 activities:

- Hazards may result in mass casualties or fatalities, disruption of food and/or water distribution and utility services; loss of water supply, wastewater, and solid waste disposal services; and other situations that could create potential health hazards or serious health risks.
- Disease control is a primary concern of public health officials. This involves the prevention, detection, and control of disease-causing agents; maintaining safe water and food sources; and continuation of wastewater disposal under disaster conditions.
- Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
- Large-scale morgue and remains disposal are significant issues for communities of any size.
- Epidemiological investigations may be necessary to determine the source and nature of the disease or agent

2.2 Assumptions

ESF-8 is based on the following assumptions:

- Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- Emergency health and medical services should be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- A large-scale emergency is likely to overwhelm the local health system and severely impact the availability of staff, bed capacity, medical supplies, and equipment. Some emergencies may require hospitals to set up alternate care sites or mobile hospitals.
- Use of nuclear, chemical, or biological weapons of mass destruction could produce many injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
- Public and private medical, health, and mortuary services resources will be available for use during emergency situations; however, local resources may be adversely impacted by the emergency.
- Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and access and functional needs populations may be damaged or destroyed in major emergency situations.
- If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
- Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or

because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.

- Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured survivors transported to facilities in the aftermath of a disaster.
- Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment such as dialysis, may have difficulty obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- The federal Strategic National Stockpile (SNS) can supply pharmaceuticals, medical supplies, and equipment during emergencies through its 12-hour Push Packs, vendor-managed inventory, or buying power. The Governor, or Oregon Public Health Division administrator requests assets from the Centers for Disease Control and Prevention (CDC).
- In a major catastrophic event (including, but not limited to, epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
- Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
- Damage to chemical plants, sewer lines, and water distribution systems, and secondary hazards such as fires, could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- The public may require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
- The damage and destruction caused by a natural or technological hazard may produce urgent needs for Behavioral Health crisis counseling for survivors and emergency responders.
- Emergency responders, survivors, and others affected by emergency situations may experience stress, anxiety, and other physical and psychological symptoms that may adversely affect their daily lives. In some cases, disaster Behavioral Health services may be needed during response operations.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-8 related activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident-related activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All health and medical-related activities will be performed in a manner that is consistent with the National Incident Management System (NIMS) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the Polk County Public Health Department is responsible for coordinating health and medical related activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with health and medical needs will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination of health and medical resources.

4.2 Emergency Operations Center Activation

The Health Department Administrator (or designee) represents the public health and medical services function of the command structure at the County EOC. Response activities may be coordinated directly from the EOC or in conjunction with an Agency Operations Center (AOC) established at the health department Academy Building and a liaison at the EOC. Emergency health and medical support of business and industry will be requested through the Health Department Administrator and/ or County Health Officer. The local health jurisdiction will assist with countywide coordination and direction of all medical and health related services throughout the duration of an emergency. In the event of an incident involving hazardous materials, local public health and local emergency management, along with regional hazardous materials teams, will coordinate with

other state agencies for removal of contaminated materials. Local hospital emergency departments, EMS, and fire/rescue decontamination procedures will be followed.

Upon receipt of official notification of an actual or potential emergency condition, the Health Department Administrator or Health Officer is responsible for receiving and evaluating all requests for health and medical assistance and for disseminating such notification to all appropriate health, medical, and mortuary services. A Medical Operations Center could function as a branch of the County EOC when the emergency involves significant medical and/or public health functions. The County EOC will maintain a designated health and medical liaison who will serve to coordinate ESF-8 and other related activities and resources among the County EOC, AOC, Medical Operations Center, and Joint Information Center (JIC) (if applicable). If a major event occurs, Polk County Public Health will coordinate the response with the WVH. Training and exercises will be essential for all staff (primary, alternate, and supporting), and communications exercises will be critical to ensure interoperability between the County EOC, public health AOC, and WVH.

4.3 Emergency Operations Center Operations

When the EOC is activated and staffed, the health and medical representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners
- Provide a primary entry point for situational information related to a health and medical response
- Share situation status updates related to health and medical responses to inform development of the Situation Report
- Participate in, and provide health and medical reports for, EOC briefings
- Assist in development and communication of health and medical actions to tasked agencies
- Monitor ongoing search and health and medical actions
- Share health and medical related information with ESF-14: Public Information, to ensure consistent public messaging
- Coordinate health and medical staffing to ensure that the function can be staffed across operational periods

4.4 Access and Functional Needs Populations

Provision of public health and medical related activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

Polk County Public Health has developed Appendix E: Special Populations to augment this ESF.

4.5 Laboratory Services

Polk County does not have local laboratory capability to support analysis of biological or chemical substances. However, hospitals and private labs have capabilities for other routine laboratory analyses. The County will request assistance from the OHA and Oregon State Public Health Laboratory for incidents involving unusual or unknown substances. The Polk County Sheriff's Office, with support from

the appropriate state agency, supports the collection and transportation of samples during criminal investigations. Maintaining and protecting a chain of evidence is critical throughout the duration of emergency response and recovery operations. Currently, procedures for providing secure transport of biological samples when dealing with a potential criminal investigation have not been developed or implemented for Polk County.

4.6 Crisis Counseling

The Polk County Behavioral Health Department is the primary agency responsible for overall coordination of Behavioral Health and crisis counseling resources and services. The Public Safety Chaplaincy of Northwest Oregon has been set up to support first responders during an emergency regarding crisis counseling and Behavioral Health needs. Additional services can be allocated through the Polk County Emergency Management Department, can be requested following established operational procedures for the County EOC, and may include the American Red Cross, St. Vincent de Paul, and the Salvation Army.

4.7 Mass Prophylaxis and Point of Dispensing Sites

The Polk County Health Department developed a *Base Plan for Medical Countermeasures Dispensing and Distribution Plan* updated in 2018. The plan provides a general outline for ordering and receiving SNS assets, the authorities involved, and setting up a point of dispensing site. This plan augments the ESF-8 Public Health and Medical Response annex.

The following definitions for first responder, essential staff, and support staff will be used in Polk County:

- **First Responder** – Local police, fire, and emergency medical personnel who first arrive on the scene of an incident or are the immediate providers of health care or security to potentially exposed individuals.
- **Essential Staff** – Public Health Department staff.
- **Support Staff** – Persons performing other vital services (e.g., public works, clinic, and hospital employees, and others).

4.8 Animal Health and Vector Control

Existing procedures established for the Polk County Environmental Health Division, Polk County Farm Bureau, State Veterinary Services, Polk County Sheriff's Office Dog Control Division, and Polk County Extension Service will continue to be used during an emergency impacting this jurisdiction. Local capabilities to support this facet of ESF-8 are limited, and additional assistance and resources can be requested from the Oregon Emergency Management Department by Polk County Emergency Management Department via the Oregon Emergency Response System.

4.9 Mortuary Services

Morgue capacity for Polk County is very limited. The Polk County Medical Examiner has primary responsibility for managing and coordinating mortuary services during an emergency. Assistance can be requested from the State and federal agencies when needed.

4.10 Emergency Medical Facilities and Mass Care

In December 2020, the OHA published *Principles in Promoting Health Equity During Resource Constrained Events* (Oregon Health Authority, 2020). All staff are formally trained on policies and procedures. Additionally, the OHA provides healthcare employers with an online program called SERV-OR to build healthcare surge capacity (Oregon Health Authority). The system is available to Polk County and can be used during an emergency incident to support ESF-8.

If local and area hospitals become inundated during an emergency incident or disaster, a Medical Triage and Treatment Plan has been developed by HRSA Region 6 that provides procedures for preparing and operating an off-site triage site, supported by EMS partners

Polk County does not maintain a roster of active and formerly active healthcare/medical personnel available to support emergency response activities. However, information regarding active and formerly active healthcare/medical personnel who are available to support emergency response activities is available through the state's SERV-OR and adjacent county Medical Reserve Corps.

5 Coordination with Other ESFs

The following ESFs support health and medical-related activities:

- **ESF-1: Transportation** – Support transportation of medical resources to impacted areas.
- **ESF-6: Mass Care and Food and Water** – Provide for the safety of the food and water supply. Coordinate with ESF 8 for health and medical support to shelter operations.
- **ESF-9: Search and Rescue** – Coordinate medical care for disaster survivors.
- **ESF-10: Hazardous Materials** – Provide for decontamination and medical care for disaster survivors exposed to hazardous materials.

5.1 ESF Annex Development and Maintenance

The Polk County Public Health Department will be responsible for coordinating review and maintenance of this annex bi-annually. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks. Changes will be made based on lessons learned from the previous year's exercises or emergencies or as needed to reflect changes to federal, state, or local guidelines, plans, laws, or regulations.

5.2 Appendices

- **Appendix A:** ESF-8 Resources
- **Appendix B:** ESF-8 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-8 Representative Checklist
- **Appendix D:** Polk County Public Health Planning Roles and Responsibilities Matrix
- **Appendix E:** Special Populations
- **Appendix F:** References

Appendix A: ESF-8 Resources

The following resources provide additional information regarding ESF-8 and health and medical related issues at the local, state, and federal level:

Local

- Base Plan for Medical Countermeasures Dispensing and Distribution Plan. Polk County Public Health Department. Current version: 2018.
- Infections Disease Annex. Polk County Public Health Department. Current version 2018.
- Natural Disaster Response Plan. Polk County Public Health Department. Approved: December 2010.
- Crisis Communication Plan. Polk County Public Health Department. Approved: December 2010.
- Chemical Event Response Plan. Polk County Public Health Department. Approved: December 2010.
- Radiation Response Plan. Polk County Public Health Department. Approved: December 2010.
- Behavioral Health Response Plan. Polk County Public Health Department. Approved: December 2010.

Regional and State

- Strategic Plan FY 2019-2022. HRSA, Region 10 (Health Resources and Services Administration, 2019).
- Oregon Comprehensive Emergency Management Plan: ESF-8: Health and Medical. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- National Response Framework. FEMA. ESF-8: Public Health and Medical Services. Current version 2016 (Federal Emergency Management Agency, 2016).
- NIMS Implementation Objectives for Healthcare Organizations Guidance. ASPR. Current version 2015 (Assistant Secretary for Preparedness and Response, 2015).
- Medical Surge Capacity Handbook. US HHS. Current version 2007 (United States Department of Health and Human Services, 2007)
- National Health Security Strategy 2019-2022. ASPR. Current version 2019 (Assistant Secretary for Preparedness and Response, 2019).
- Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health. CDC. Current version 2019 (Centers for Disease Control, 2019).

Appendix B: ESF-8 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 8: Health and Medical. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the health and medical function. All tasked agencies should maintain agency-specific plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place **before** an emergency occurs and include plans or preparations to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF-8 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-8 activities.
- ☐ Participate in ESF-8 related trainings and exercises as appropriate.
- ☐ Work with local, regional, and state agencies to align planning efforts (e.g., identifying duplicate vendor agreements, Mutual Aid Agreements, common point of dispensing planning, etc.).

Public Health

- ☐ Coordinate a bi-annual review and update of the ESF-8 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-8 activities.
- ☐ Maintain local/regional public health capacity before, during, and after a disaster.
- ☐ Develop and maintain emergency public health plans and other tools for the County that include procedures for addressing:
 - ☐ Epidemiological surveillance
 - ☐ Medical countermeasures
 - ☐ Medical materials and asset management
 - ☐ Laboratory testing
 - ☐ Environmental health

Emergency Medical Services

- ☐ Develop and maintain emergency plans and other tools that include procedures for addressing pre-hospital EMS activities, including:
 - ☐ Mass casualty incident response

Medical Appendix B

- ☐ Patient decontamination

Polk County Emergency Management Department

- ☐ Maintain the operational capacity of the County EOC to support public health and medical activities.
- ☐ Ensure that staff are identified and adequately trained to fulfill their various County EOC positions.

Medical Examiner

- ☐ Develop and maintain emergency plans and other tools that include procedures for:
- ☐ Mass fatality incident response

Area Hospitals and Clinics

- ☐ Develop and maintain emergency plans and other tools that include procedures for addressing:
 - ☐ Facility bed tracking
 - ☐ Healthcare system surge capacity
 - ☐ Healthcare facility evacuation
 - ☐ Alternate care facilities
 - ☐ Crisis standards of care
 - ☐ Medical access and functional sheltering

Response

Response activities take place **during** an emergency and include actions taken to save lives and prevent further property damage in an emergency situation. Response roles and responsibilities for ESF-8 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-8 activities.

Polk County Public Health Department

- ☐ Conduct local assessment and identification of public health and medical needs in impacted jurisdictions and implement plans to address those needs.
- ☐ Conduct epidemiological surveillance activities and implement a robust public health response to biological hazards as needed.
- ☐ Coordinate medical surge operations to support the need for a rapidly expanding healthcare infrastructure.

Medical Appendix B

- ☐ Coordinate the implementation of altered standards of care within the jurisdiction, including, but not limited to, the activation of alternate care sites.
- ☐ Activate medical access and functional shelters as required/requested.
- ☐ Request vaccine from the Oregon Immunization Program, which in turn requests emergency vaccine from the CDC and/or local pharmacies through current Memoranda of Understanding (Oregon Health Authority).
- ☐ Coordinate volunteer and paid temporary staff during an emergency.
- ☐ Coordinate medical and public health related resources in support of:
 - ☐ Public guardian and conservator services for incapacitated individuals
 - ☐ Medical laboratory services
 - ☐ Coordination of emergency counseling and Behavioral Health services with the County Behavioral Health Department
 - ☐ Medical personnel, clinic staff, and facility support
 - ☐ Health and medical public information and rumor control
 - ☐ Community nursing
 - ☐ Health education and outreach
 - ☐ Medical and dental health clinic services
- ☐ Coordinate information, incident status, and resource requests among private medical facilities, business, and industry for EMS, laboratory, and sanitation services required in support of Countywide emergency operations.
- ☐ Maintain a file of all written, typed, or verbal reports, decisions, policies, and directions as a legal record of emergency operations.
- ☐ With support from the first responder community, gather information concerning injuries and fatalities resulting from disaster occurrences and sharing this information with the County EOC as soon as it is available.

Emergency Medical Services

- ☐ Coordinate pre-hospital EMS surge activities, including mass triage protocols and patient decontamination response procedures as needed.
- ☐ Coordinate assignment of mass casualties to area medical facilities.
- ☐ Coordinate inter-state mutual aid partners through the Oregon Emergency Management Center ESF-8: Public Health and Medical desk.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Health and Medical Branch in the County EOC if needed.

Medical Appendix B

- ☐ Track the use of public health and medical resources through the EOC Finance Section.
- ☐ Work with the Public Information Officer and/or other ESF-14 representatives to craft public messaging.

Medical Examiner

- ☐ Collection, identification, storage, and dispatch of deceased survivors
- ☐ Establish procedures for handling mass casualties and burial.
- ☐ Coordinate morgue services, body identification, and disposal of unclaimed bodies.
- ☐ Provide emergency information regarding mass casualties, body identification, and morgue operations for release through the County EOC.
- ☐ Determine the number of deaths and need for emergency body identification, mass morgue services, and burial operations.
- ☐ Establish contact with funeral homes for mass fatality transportation and facility support.
- ☐ Set up temporary morgue services.
- ☐ Provide security for possessions of the deceased.
- ☐ Coordinate body identification and provide for notification of next of kin.
- ☐ Coordinate burial of unclaimed bodies.

Polk County Environmental Health

- ☐ Evaluate damage to water treatment facilities.

Area Hospitals and Clinics

- ☐ Implement internal emergency preparedness measures, including medical surge and disaster patient management protocols.
- ☐ Provide bed status updates frequently in HOSCAP.
- ☐ Prepare and deliver initial damage assessment reports to the Health Department Administrator/County Health Officer, who will then forward reports directly to the County EOC for evaluation and action.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or an even safer situation following an emergency. Recovery roles and responsibilities for ESF-8 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.

Medical Appendix B

- ☐ Maintain incident documentation to support public and individual assistance processes.

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to the management of activities related to the emergency provision of public health and medical services.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-8 include:

All Tasked Agencies

- ☐ Participate in the hazard/vulnerability identification and analysis process.
- ☐ Take steps towards correcting deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.

Appendix C: ESF-8 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS |
|--|
| <input type="checkbox"/> Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> Equip your workstation with necessary equipment and supplies and test the functionality of all equipment. |
| <input type="checkbox"/> Obtain situation report(s), Incident Action Plan, and/or receive briefings from EOC and/or field personnel. |
| INITIAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> Follow staff accountability and check-in/-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Complete and submit all required documentation |
| <input type="checkbox"/> Ensure that all materials are returned to their proper storage location, and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> Follow check-out procedures. |
| <input type="checkbox"/> Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Medical Appendix C

Keys to Success Checklist

INFORMATION MANAGEMENT

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for ESF Leads and agency representatives includes the following:

- ☐ Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture.
- ☐ Serve as a conduit of information to and from agencies.
- ☐ Supply accurate, appropriate, and up-to-date information to the Situation Report.

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for ESF Leads and agency representatives includes:

- ☐ Coordinate the contribution of resources from an agency to the response and recovery.
- ☐ Request resources from other sources and agencies.
- ☐ Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request.

Appendix D: Polk County Public Health –Response Planning Roles and Responsibilities Matrix

PCPH RESPONSE PLANNING ROLES AND RESPONSIBILITY MATRIX

| FUNCTION | DETECTION & DIAGNOSIS | | | | INCIDENT MANAGEMENT | | | | PREVENTION & CONTROL | | | | | | FATALITY MANAGEMENT | | | ENVIRONMENTAL PROTECTION | | |
|------------------------|-----------------------|-------------------------|-------------------------|--------------------|------------------------|---------------------------|--------------------|----------------|----------------------|------------------------|----------------------|-------------|------------|---------------|----------------------|--------------|-------------|--------------------------|----------------|-------------|
| AGENCY NAME | Ongoing Surveillance | Unusual Event Reporting | Lab Diagnosis & Testing | Case Investigation | Command & Control- Law | Command & Control- Health | Public Information | EOC Activation | Health Investigation | Criminal Investigation | Patient Medical Care | Prophylaxis | Quarantine | Mental Health | Investigation and ID | Notification | Disposition | Sampling & Testing | Vector Control | Remediation |
| EMER. MANAGEMENT | | | | | S | S | S | P | S | | S | S | S | | | | S | | S | S |
| EMER. MEDICAL-EMS | S | | | S | | | S | | S | | S | S | | | | | | | | |
| ENVIRONMENTAL | | | | | | | | | | | | | | | | | | | | |
| • Environmental Health | S | S | | S | | | S | | S | | | | S | | | | | P | P | P |
| • Veterinary | S | S | S | S | | | S | | S | | | S | S | | | | S | S | S | |
| FIRE | | | | | S | S | S | | | S | S | | | | | | S | P | | S |
| HOSPITALS | S | S | P | S | | S | S | | S | | P | S | | S | S | | | | S | |
| MEDICAL EXAMINERS | S | | | S | | S | S | | S | S | | | | | P | P | P | | | |
| LAW ENFORCEMENT | | | | S | P | S | S | | S | P | | | P | | S | S | S | | | S |
| PUBLIC INFORMATION | | | | | | | P | | | | | S | S | | | | | | S | S |
| PUBLIC HEALTH | | | | | | | | | | | | | | | | | | | | |
| • Local Public Health | P | P | S | P | S | P | S | | P | S | S | P | P | S | S | | S | S | S | S |
| • State Public Health | S | S | S | S | | S | S | | S | S | S | S | S | S | S | | S | S | S | S |
| • Poison Control | S | S | | S | | | S | | S | | | | | | | | | S | | S |
| • Mental Health | | | | | | | S | | | | S | S | S | P | | S | | | | |
| PUBLIC HEALTH LABS | S | S | P | | | | S | | | S | | | | | | | | S | S | S |

1/2/2008

PCPH: Roles and responsibilities
Matrix

P

 = Primary responsibility

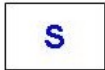
S

 = Support responsibility

Primary & Support Responsibilities



Primary responsibility entails either independent initiation of an action or providing assurances that a particular action is being undertaken.



Support or secondary responsibility requires an agency to provide support to another agency or agencies in charge of a primary responsibility.

1/2/2008

PCPH: Roles and responsibilities
Matrix



Appendix E: Special Populations

Purpose

The purpose of this plan is to coordinate emergency communication and response for visitors and citizens of Polk County with Special Needs. These needs may include but are not limited to persons who are: physically, hearing or visually impaired, developmentally disabled, mentally impaired, homeless, frail seniors, tourists, and non-English speakers.

Situation

In a natural or man-made event effective communication and coordinated action is required. Public Health emergencies may require people to receive specific instructions about evacuation, sheltering in place, vaccination or medicine dispensing sites, preventing disease transmission, decontamination, and sanitation measures. Emergency messages will be sent out by various media or mobile loudspeaker. In the future, the notification may include electronic notification to phone, cell phone, computer, pagers, etc. Special Needs populations have barriers to communication reception or response.

Assumptions

- People with disabilities who are in an assisted living environment, i.e. nursing homes, hospitals, group homes, will receive communications via the institution.
- Normal methods of communication may not be effective in reaching tourists, developmentally disabled, the hearing impaired, homeless, mentally impaired, children home alone, or non-English speakers.
- Normal methods of evacuation may not work for the physically impaired and/or frail seniors.
- Polk County, at the time of the 2000 Census, had approximately 7282 residents aged 5 -64 who claimed a disability and were not institutionalized.
- At the time of the 2000 Census, 5814 (10 percent) of Polk County residents spoke a primary language other than English, with 2891 people speaking English less than "very well". The primary foreign language was/is Spanish.
- Polk County Family and Community Outreach Integration Team has a roster of public and private agencies within Polk County and neighboring jurisdictions that provide support and intervention with Special Needs Populations and will be a resource in times of crisis.

Direction and Control

See ESF-8: Health and Medical

Responsibilities

See ESF-8: Health and Medical

Concept of Operations

This plan will focus on communication of emergency messages and planning for evacuation. Each Special Needs group requires a specific approach. The procedure portion of the plan addresses activities related to specific Special Needs groups.

Procedure

Medical Appendix E

Non-English Speakers

1. Relay emergency information to Spanish radio station KWBX 940 AM, www.lapantera940.com; Centro Latino Americano, www.cla1.org; and CAUSA, www.causaoregon.org.
2. Broadcast a telephone number to connect to an emergency message in Spanish. After listening to the message, the caller may proceed to a live Spanish speaker to ask questions not answered by the message.
3. Set up an additional telephone number for other languages as able. Translate emergency messages into Vietnamese, Korean, Russian, or other dominate primary languages in the region as able and appropriate.
4. Post messages and phone numbers on Polk County website. Announce the phone numbers and website in local media.

Tourists/Evacuees

Emergency information will be broadcast through the news media and will reach some tourists. However, they may not know how to respond due to their lack of familiarity with the area. They may need additional help interpreting the information and they may not be English speakers. Polk County Public Health will support and assist the local and county law enforcement, to distribute clear instructions on evacuation or shelter locations and routes including maps. Information on telephone numbers for non-English messages will be included.

Disabled: Physical, Mental, Emotional, and other Mobility

- Emergency information will be Broadcast-faxed to nursing home, hospitals, assisted living facilities, and home health agencies. Smaller group homes and foster homes will receive notification calls through Emergency Alert System.
- All the above listed facilities have been advised on the need for advanced preparation for all types of hazards by their various regulatory bodies.
- In an event where evacuation is necessary, Incident Command will consult the Special Needs Population map and identify the facilities located in the hazard areas. IC will coordinate public or commandeered transportation services to assist in moving residents to safe areas.
- Many facilities have agreements with similar type facilities to house people when evacuation is required. The American Red Cross will provide shelters but does not provide medical care. Individuals who require medical care or assistance with activities of daily living (ADL's) must be attended by a responsible party (family, friend, or health care provider) if they are housed in a Red Cross shelter.
- People with disabilities living in private residences should plan for assistance from neighbors or family members in emergencies. The Red Cross provides emergency planning brochures for people with disabilities. These brochures are available through The American Red Cross, Neighborhood Watch groups, home health care agencies, Meals on Wheels, or web-based resources.
- Durable Medical Equipment, medical supplies and prescriptions, and assistance animals should accompany the client whenever possible.

Homeless

- Emergency information will be provided to a predetermined list of community agencies that serve the homeless population.
- Community Service Workers will canvas locations they normally visit, providing emergency information, if possible.

Medical Appendix E

Unattended Children

- Children may be reluctant to answer the phone or door if their parents are not at home. Parents should arrange with their child and a trusted neighbor who the child knows that the child will allow the neighbor into the house in an emergency.
- Information on making emergency childcare arrangements will be distributed through schools.
- As the child gets older, parents or legal guardians should involve the child with the family emergency planning and response process.
- At the time of this writing, each unattended (those without a parent/legal guardian) child who enters an American Red Cross shelter must then be assigned 2 ARC staff for safety and protection.

Authorities

See Polk County Emergency Operations Basic Plan and ESF-8: Health and Medical

Special Needs Agencies Contact Information

Table 14 - Special Needs Agencies Contact Information

| Name | Address | Phone Number |
|--|---|----------------------------------|
| BEHAVIORAL HEALTH | | |
| Polk Adolescent Day Treatment Center | 2200 E Ellendale Ave, Dallas, OR | 503-623-5588 |
| Polk County Behavioral Health | 182 SW Academy St., Suite 304, Dallas, OR 97338 | 503-623-9289 Fax 503-831-1726 |
| Poyama Day Treatment | 460 Greenwood Rd. S, Independence, OR | 503-838-6048 |
| Polk County Developmental Disabilities | 182 SW Academy St, Suite 204, Dallas, OR 97338 | 503-831-5969 Fax 503-623-1874 |
| Polk County Addiction Services | 182 SW Academy St, Suite 216, Dallas, OR 97338 | 503-831-5971 |
| NURSING CENTERS | | |
| Angels Court Adult Foster Home | 438 SW Court St, Dallas, OR | 503-623-5984 |
| Capital Manor Retirement | 1955 Salem-Dallas Hwy NW, Salem, OR | 503-362-4101 |
| Dallas Retirement Center | 377 NW Jasper St, Dallas, OR | 503-623-5581 |
| Evergreen Independence Health and Rehabilitation Center | 1525 Monmouth, Independence, OR | 503-838-0001 |
| Gibson Creek Retirement Cottages and Assisted Living Community | 1615 Brush College Rd NW, Salem, OR | 503-361-8599 |
| Heron Point Retirement and Assisted Living | 504 E. Gwinn, Monmouth, OR | 503-838-6850 |

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| Name | Address | Phone Number |
|---|--|--|
| Jefferson Manor | 664 SE Jefferson, Dallas, OR | 503-623-8104 |
| Orchard Heights Senior Community Assisted Living & Special Care | 695 Orchard Heights Rd NW, Salem, OR | 503-566-9052 |
| Home Health Agencies Community Home Care | | 1-800-782-1491 |
| Kelly Home Care Services | 333 High St., Suite 102, Salem, OR | 503-223-2936 |
| Marquis Home Care Services | 1449 Liberty St. SE, Salem, OR | 503-363-4733 |
| Salem Hospital Home Care | 665 Winter St. SE, Salem, OR | 503-561-5999 |
| HOSPICE | | |
| Harmony Home Inc. | 1566 Ewald Ave SE, Salem, OR | 503-365-7415 |
| Willamette Valley Hospice | 1015 3 rd NW, Salem, OR | 1-800-555-2431 503-588-3600 Fax 503-363-3891 |
| Durable Medical Equipment A-Z Party Rental | 995 Commercial St. SE, Salem, OR | 503-585-7782 |
| Affordable Medical-Senior Savers | 1857 25 th St SE, Salem, OR | 1-877-391-9373 503-391-9373 |
| Apria Healthcare | 5253 Old Salem Rd NE, Salem, OR | 541-928-3868 |
| Bio-Tek Medical | 2508 Pringle Rd. SE, Salem, OR | 503-581-9433 1-800-354-0551 |
| Care Medical Equipment, Inc | 1944 Mc Gilchrist SE, Salem, OR | 503-378-1756 1-800-785-7756 |
| Lincare Inc | 3535 Del Webb Av NE, Salem, OR | 503-566-8763 |
| Pacific Medical Supply, Inc | 1090 Commercial St. SE, Salem, OR | 503-585-2027 |
| Star 21 Inc, Health Care Products | 5030 Newberg Dr N, Keizer, OR | 503-363-2600 1-800-792-3898 |
| NON-ENGLISH SPEAKER SUPPORT | | |
| CAUSA | 1460 Capital St. NE, Salem, OR | 503-982-0243 x 213 Fax 503-982-1031 |

Medical Appendix E

| Name | Address | Phone Number |
|--|---|--|
| Mano a Mano Family Center | 1460 Capital St. NE, Salem, OR | 503-363-1895 (NE Salem) 503-315-2290 (SE Salem) Fax 503-315-2424 |
| Oregon Farm Worker Ministry | Woodburn, OR | 503-990-0611 |
| MEAL, FOOD, CLOTHING, & SHELTER PROGRAMS | | |
| Dallas Senior Center | 955 SE Jefferson St, Dallas, OR | 503-623-8554 |
| SDA Dallas Community Services (emergency food boxes, bakery goods, clothing) | 589 Birch St, Dallas, OR | 503-623-5872 |
| S.A.B.L.E. House (domestic violence shelter) | Dallas, OR | 503-623-6703 |
| Salvation Army-Salem | 1977 Front ST. NE, Salem, OR | 503-585-6688 |
| Mid-Willamette Valley Senior | 182 SW Academy St., Suite 102, Dallas, OR | 503-623-2301 |
| HOAP Services (NW Human Services: day shelter with noon meal for homeless) | 694 Church St., Salem, OR | 503-588-5827 |
| FOOD | | |
| Dallas Emergency Food Bank | 322 N Main St, #180, Dallas, OR | 503-623-3578 |
| Ella Curran Food Bank (emergency boxes) | 164 C St South, Independence, OR | 503-838-1276 |
| Grand Ronde Community Resource Center (emergency boxes) | 8725 Grand Ronde Rd., Grande Ronde, OR | 503-879-5731 |
| Shared Blessing (Westgate Assembly of God: emergency food and clothing) | 1675 Wallace Rd. NW, Salem, OR | 503-346-0002 |
| Kingwood Bible Food Pantry (emergency boxes) | 1125 Elm St. NW, Salem, OR | 503-399-9600 |
| LaCreole Manor Nutrition Site | 204 SW Walnut, Dallas, OR | 503-623-6232 |
| Marion-Polk Food Share | 1660 Salem Industrial Dr NE, Salem, OR | 503-581-3855 Fax 503-588-4077 |
| SDA Falls City Food Bank (emergency boxes) | 205 N Main St, Falls City, OR | 503-787-3907 |

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Polk County Emergency Operations Plan



ESF-9: Search and Rescue

Prepared by:



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Search and Rescue

| ESF-9 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Sheriff's Office (within the jurisdictional boundaries of Polk County) |
| Supporting County Agencies | Emergency Management Department Emergency Medical Services County Fire Defense Board All Fire Districts/Departments Civil Air Patrol Contiguous Counties and Memorandum of Understanding partners Other Sheriff's Offices |
| Community Partners | None |
| Primary Oregon State Agencies | Emergency Management Department Office of State Fire Marshal State Police |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 9 describes how the County will coordinate deployment of resources for both urban and non-urban search and rescue during a major disaster or incident.

1.2 Scope

The following activities are within the scope of ESF-9:

- Search and Rescue (SAR) operations within the County through the County Sheriff's Office.
- Urban Search and Rescue operations within the County through the local fire departments and districts.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require SAR support. The following considerations should be considered when planning for and implementing ESF-9 activities:

- A major disaster or emergency situation may result in large numbers of displaced, stranded, lost, or trapped individuals needing prompt rescue and medical attention.
- The first 72 hours of an SAR operation are the most critical in terms of reducing the mortality rate of an incident and therefore must begin as soon as possible.

Search and Rescue

- SAR personnel often need to be trained to deal with extreme or dangerous terrain for operations in remote areas. Similarly, they may need to work in dangerous conditions such as partially collapsed structures or areas with hazardous materials. These situations often require specialized skills that may not be available in a particular community, and experts may need to be brought in from other areas.
- Strict SAR procedures may be implemented to avoid rescuers becoming victims themselves.
- Volunteer search and rescue personnel are familiar with the Incident Command System (ICS) and National Incident Management System (NIMS) organization and have completed both basic trainings.

2.2 Assumptions

ESF-9 is based on the following planning assumptions:

- SAR operations will continue to increase as population and recreational opportunities grow.
- Operations may be overwhelmed during emergencies and disasters. Local SAR efforts may require technical assistance from other agencies and the state.
- Access to impacted locations may be limited due to steep or rocky terrain, water, or structural barriers. Some areas may only be accessible by aircraft or boat.
- Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.
- Local residents and unaffiliated volunteers may volunteer to assist in SAR operations and will require coordination and direction.

3 Roles and Responsibilities

This section outlines the roles and responsibilities assigned to County agencies and community partners to ensure that Search and Rescue activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief

Search and Rescue

nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

The search for, and recovery of, bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by SAR personnel.

The line of succession for authority during an emergency involving ESF 9 duties is outlined below.

1. Polk County Sheriff
2. Senior SAR Coordinator
3. SAR Coordinator
4. Operations Captain
5. As designated by the Sheriff

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-9 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017). All SAR incidents are managed using ICS/NIMS organizational structures and processes. An SAR Coordinator is appointed by the County Sheriff through a departmental special order, activates a command post, and implements an incident command structure.

Requests for SAR operations are forwarded to the Sheriff (or his or her representative) for determination of the assistance level warranted under the circumstances. Existing SAR personnel and qualified members of the Ground Search Unit make up the nucleus of emergency SAR operations. Rural fire protection districts coordinate the search for, and rescue of, persons trapped in buildings and will direct their movement to a safer place.

The County Emergency Operations Center (EOC) is the primary location for coordination and control of emergency SAR service operations. The Sheriff may also authorize control from other locations, if needed. The appointed SAR Coordinator implements field operations for SAR missions. In his or her absence, a designated alternate or the Assistant SAR Coordinator will implement field operations. The Emergency Management Director ensures that field operations have substantial support from the County EOC for gaining information, acquiring resources, and collecting data to meet reporting requirements.

Resource inventories supporting SAR operations (both urban and wilderness) are maintained through the Polk County Sheriff's Office and can be accessed through the County EOC during an emergency.

Regional SAR resources are available to support emergency operations in Polk County. Units sponsored by the Sheriff maintain written administrative policy that encompasses their activities, regulations, and performance reviews. These written administrative policies are available through the Sheriff's Office.

Search and Rescue

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-9 activities.

4.3 Emergency Operations Center Operations

When SAR activities are staffed in the EOC, the SAR representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to SAR.
- Share situation status updates related to SAR to inform development of the Situation Report.
- Participate in and provide SAR reports for EOC briefings.
- Assist in development and communication of SAR actions to tasked agencies.
- Monitor ongoing SAR actions.
- Share SAR-related information with ESF-15: Public Information to ensure consistent public messages.
- Coordinate SAR-related staffing to ensure that the function can be staffed across operational periods.

4.4 Access Functional Needs Populations

Provision of SAR activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

4.5 Coordination with Other ESFs

The following ESFs support ESF-9 activities:

- **ESF-4: Firefighting** - Provide specialized resources to support SAR operations.
- **ESF-8: Health and Medical** - Coordinate emergency medical services for disaster survivors.
- **ESF-13: Law Enforcement** - Provide specialized resources to support SAR operations.

5 ESF Annex Development and Maintenance

The Polk County Emergency Management Department (EMD) will be responsible for coordinating with area fire districts/departments to ensure an annual review and

Search and Rescue

maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-9 Resources
- **Appendix B:** ESF-9 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-9 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-9 Resources

The following resources provide additional information regarding ESF-9 and Search and Rescue issues at the local, state, and federal level:

Local

- Polk County Confidential Resource Manual. Current version 2016.

State

- Oregon Comprehensive Emergency Management Plan: ESF-9: Search and Rescue. Oregon EMD. Current version 2015 (Oregon Office of Emergency Management, 2015).

Federal

- National Response Framework. FEMA. ESF-9: Logistics. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).

Appendix B: ESF-9 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 9: Search and Rescue. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-9 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-9 activities.
- ☐ Participate in ESF-9 trainings and exercises as appropriate.

Polk County Sheriff's Office

- ☐ Coordinate an annual review and update of the ESF-9 annex with supporting agencies.
- ☐ Develop and maintain an SAR Plan for the County.

Area Fire Districts/Departments

- ☐ Develop and maintain plans and procedures for conducting urban/ structural rescue and providing specialty rescue support.

Polk County Emergency Management Department

- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF 9 activities.
- ☐ Maintain operational capacity of the County EOC to support SAR activities.
- ☐ Ensure that staff are identified and adequately trained to fulfill the finance function in the County EOC, including tracking of resources utilized in SAR operations.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-9 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.

Rescue Appendix B

- ☐ Provide a representative to the County EOC, when requested, to support ESF-9 activities.

Polk County Sheriff's Office

- ☐ Coordinate SAR response operations for missing persons utilizing paid staff/officers or volunteers as deemed appropriate by the Incident Commander.

Area Fire Districts/Departments

- ☐ Coordinate SAR response operations as required for the following types of specialty rescue:

- ☐ Urban/Structural Rescue
- ☐ Specialty rescue (swift water, high angle, etc.)

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Search and Rescue Branch in the County EOC if needed.
- ☐ Track the use of SAR resources through the EOC Finance Section.

Polk County Emergency Medical Services

- ☐ Assist with care and transport of injured persons during SAR operations.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-9 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to the management of resources requested and/or utilized as part of response operations.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate. All after-action activities and implement corrective actions as appropriate

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency

Rescue Appendix B

happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-9 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-9 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Keys to Success Checklist

INFORMATION MANAGEMENT

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for ESF Leads and agency representatives includes the following:

- ☐ Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture
- ☐ Serve as a conduit of information to and from agencies
- ☐ Supply accurate, appropriate, and up-to-date information to the Situation Report

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for ESF Leads and agency representatives includes the following:

- ☐ Coordinate the contribution of resources from an agency to the response and recovery
- ☐ Request resources from other sources and agencies
- ☐ Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request.

Appendix D: References

- Federal Emergency Management Agency. (2016). *Emergency support function #9 - Search and rescue annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_9_Search-Rescue.pdf
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Polk County Emergency Operations Plan



ESF- 10: Hazardous Materials

Prepared by:



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Hazardous Materials

| ESF-10 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Area Fire Districts/Departments |
| Supporting County Agencies | Sheriff's Office Emergency Management Department Public Works Department Public Health Department |
| Community Partners | Area Fixed Facilities and Transporters West Valley Hospital Railroad and other private transportation companies |
| Primary Oregon State Agencies | Department of Environmental Quality Office of State Fire Marshal Hazardous Materials Response Teams No. 5 and 13 Department of Transportation (including the Rail and Public Transit Division for Hazardous Material Rail Incidents) |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 10 describes how the County will provide respond to an actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological hazard and coordinate the appropriate response to other environmental protection issues.

1.2 Scope

The following activities are within the scope of ESF-10:

- Coordinate the actions necessary to carry out functions related to providing response to hazardous materials activities.
- Address hazardous materials incidents including chemical, biological, and radiological substances, whether accidentally or intentionally released.

Oregon Health Authority is the lead state agency for all radiological incidents except transportation incidents and occurrences at in-state and Hanford nuclear reactors and nuclear fuel storage facilities, which are managed by the Oregon Department of Energy.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require hazardous materials support. The following considerations should be considered when planning for and implementing ESF-10 activities:

- Hazardous material incidents can threaten public health and safety, as well as the environment. While most hazardous materials incidents involve small volumes of material, they do require specific approaches for each chemical and

Hazardous Materials

waste release. It is important to assess the characteristics of the hazard, acquire the necessary resources, and develop a site-specific emergency response plan.

- Activating emergency response operations for hazardous materials incidents may require multiagency and multidisciplinary responses. Disciplines involved can include, but is not limited to fire response, law enforcement, public health, environmental containment and cleanup, fish and wildlife, emergency medical services, environmental health, and others as needed.
- Some incidents may not have immediately obvious impacts on life, property, and the environment but could have long-term consequences for human health and the environment that will require further remediation.
- Polk County does not have a local hazardous materials team available to support transportation incidents occurring in the County. Two regional hazardous materials teams are available to respond to emergencies in this jurisdiction. The closest is in Salem, just across the Willamette River. The other regional team is from Corvallis.
- Local fire departments do not have hazardous materials technicians and local law enforcement personnel are only responsible for controlling access to the incident site.
- Polk County has limited capabilities for decontamination.
- The Oregon Department of Environmental Quality is overall responsible for 24-hour environmental pollution prevention, preparedness, and response within the State.
- Fire services are responsible for emergency field response to incidents including hazardous materials spills and releases on County managed roads. In the case of a spill or release on state highways the Oregon Department of Transportation and/or Oregon State Police are responsible.

2.2 Assumptions

ESF-10 is based on the following planning assumptions:

- A natural or technological hazard could result in one or more situations in which hazardous materials are released into the environment.
- Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites that produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- Transported Hazardous materials can be involved in railroad accidents, highway collisions, or airline incidents.
- If improperly released, pipelines transporting hazardous materials that are damaged or ruptured can present serious problems.
- Emergency exemptions may be needed to dispose contaminated materials.
- Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-10 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency

Hazardous Materials

plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

The local fire district would initially respond and assess the emergency, then request activation of the regional hazardous materials team for carrying out field response operations.

All hazardous materials activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the responding fire services agency is responsible for coordinating hazardous materials activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with hazardous materials will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination of hazardous materials resources.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander (IC). The EOC IC will establish communication with

Hazardous Materials

leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting county agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate hazardous materials activities.

4.3 Emergency Operations Center Operations

When hazardous materials activities are staffed in the EOC, a fire department/district representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners
- Provide a primary entry point for situational information related to hazardous materials
- Share situation status updates related to hazardous materials to inform development of the Situation Report
- Participate in, and provide hazardous materials specific reports for, EOC briefings
- Assist in development and communication of hazardous materials actions to tasked agencies
- Monitor ongoing hazardous materials actions
- Share hazardous materials information with the Public Information Officer to ensure consistent public messaging
- Coordinate hazardous materials staffing across operational periods

Polk County personnel do not have formal training or equipment to support clean-up and remediation activities following a hazardous materials incident. Contracts with environmental clean-up companies currently managed through the state would be activated through County Emergency Management Department (EMD) if necessary. Local responders respond initially by providing containment methods for spill sites until hazardous materials response teams arrive on scene.

4.4 Access and Functional Needs Populations

Provision of hazardous materials activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.5 Coordination with Other ESFs

The following ESFs support hazardous materials activities:

- **ESF-4: Firefighting** – Provide specialized resources to support hazardous materials operations
- **ESF-8: Health and Medical** – Provide emergency first aid to contaminated survivors
- **ESF-13: Law Enforcement** – Provide specialized resources to support hazardous materials operations

5 ESF Annex Development and Maintenance

County Emergency Management Department, in coordination with area fire districts/ departments, will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-10 Resources
- **Appendix B:** ESF-10 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-10 ESF Representative Basic Checklist
- **Appendix D:** References

Appendix A: ESF-10 Resources

The following resources provide additional information regarding ESF-10 and hazardous materials issues at the local, state, and federal level:

Local

- Local Mutual Aid/Resource Sharing Agreements
- Polk County HAZMAT Rail Incident Response Plan. EMD. Current version 2018 (Alliance Solutions Group, Inc., 2018).

State

- Oregon Comprehensive Emergency Management Plan: ESF- 10: Hazardous Materials. Oregon EMD. Current version 2016 (Oregon Office of Emergency Management, 2016).
- Hazardous Materials Transportation by Rail: State Agency Response Coordination Plan. Oregon Office of State Fire Marshal. Current version 2018 (Oregon Office of State Fire Marshal, 2018).
- Oregon State Rail Plan. ODOT. Current version 2020 (Oregon Department of Transportation, 2020).

Federal

- National Response Framework. FEMA. ESF-10: Oil and Hazardous Materials Response. Current version 2016 (Federal Emergency Management Agency, 2016)
- Northwest Area Contingency Plan. Current version 2020 (Region 10 Regional Response Team and the Northwest Area Committee, 2020).
- Hazardous Materials Incidents: Guidance for State, Local, Tribal, Territorial, and Private Sector Partners. FEMA. Current version 2019 (Federal Emergency Management Agency, 2019).
- Best Practices for Hospital-Based First Receivers of Victims from Mass Casualty Incidents Involving the Release of Hazardous Substances. OSHA. Current version 2005 (OSHA best practices for hospital-based first receivers of victims from mass casualty incidents involving the release of hazardous substances, 2005).
- Primary Response Incident Scene Management (PRISM): Guidance for the Operational Response to Chemical Incidents (vol. I, II, & III). Current version 2018 (Toxicology Research Group of the University of Hertfordshire, 2018).
- Patient Decontamination in a Mass Chemical Exposure Incident: National Planning Guidance for Communities. DHS. Current version 2014 (Department of Homeland Security, 2014).
- USDOT Mode and Resource Description: Pipeline and Hazardous Materials Safety Administration. Current version 2021 (United States Department of Transportation, 2021).
- Additional Resource Lists
 - Guidance, Technical Assistance & Planning: Hazards (oil, chemical, radiological, etc.). NRT. (National Response Team, n.d.).
 - Hazmat Resource Publications. IAFC. (International fire Chiefs Association, n.d.).
- Free Online Training Courses
 - Chemical and Radiological Agents of Opportunity for Terrorism. ACMT. Current version 2021 (American College of Medical Toxicology , 2021).

Materials Appendix A

- Radiological and Nuclear Terrorism: Medical Response to Mass Casualties. DHHS & CDC. (Department of Health and Human Services & Centers for Disease Control, n.d.).

Appendix B: ESF-10 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for ESF-10: Hazardous Materials. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place **before** an emergency occurs and include plans or preparations to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF-10 include:

All Tasked Agencies

- ☐ Develop operational plans for ESF-10 activities
- ☐ Participate in ESF-10 trainings and exercises as appropriate

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-10 annex with supporting agencies
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-10 activities
- ☐ Develop and maintain a Hazardous Materials Response Plan for the County
- ☐ Maintain operational capacity of the County EOC to support a hazardous materials response capability
- ☐ Ensure that staff are identified and adequately trained to fulfill the finance function in the County EOC, including assets utilized during a hazardous response

Response

Response activities take place **during** an emergency occurs and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-10 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture
- ☐ Provide a representative to the County EOC, when requested, to support ESF-10 activities

Materials Appendix B

Area Fire Districts/Departments

- ☐ Provide initial response support for hazardous materials incidents
- ☐ Request support through regional hazardous materials team

Polk County Sheriff's Office

- ☐ Assist in scene security and traffic/crowd control operations
- ☐ Coordinate evacuation activities

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs
- ☐ Establish a Hazardous Materials Branch in the County EOC if needed
- ☐ Track the use of Hazardous Materials resources through the EOC Finance Section
- ☐ Notify the Perrydale Water Association (PDWA) if there is a spill near these production well sites:
 - ☐ Darrow Park/Wallace Road
 - ☐ 2750 Zena Road NW
 - ☐ Lincoln Road NW

Responsible Parties

- ☐ If responsible, provide response support and funding for hazardous materials operations

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or an even safer situation following an emergency. Recovery roles and responsibilities for ESF-10 include:

All Tasked Agencies

- ☐ Demobilize response activities
- ☐ Maintain incident documentation to support public and individual assistance processes

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to the management of hazardous materials response operations
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate. All after-action activities and implement corrective actions as appropriate.

Mitigation

Materials Appendix B

Mitigation activities take place **before and after** an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-10 include:

All Tasked Agencies

- ☐ Participate in the hazard/vulnerability identification and analysis process
- ☐ Take steps toward correcting deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate

Appendix C: ESF-10 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Materials Appendix C

Keys to Success Checklist

INFORMATION MANAGEMENT

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for ESF Leads and agency representatives includes the following:

- ☐ Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture
- ☐ Serve as a conduit of information to and from agencies
- ☐ Supply accurate, appropriate, and up-to-date information to the Situation Report

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for ESF Leads and agency representatives includes the following:

- ☐ Coordinate the contribution of resources from an agency to the response and recovery
- ☐ Request resources from other sources and agencies
- ☐ Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request.

Appendix D: References

- OSHA best practices for hospital-based first receivers of victims from mass casualty incidents involving the release of hazardous substances.* (2005). Retrieved from https://www.osha.gov/dts/osta/bestpractices/html/hospital_firstreceivers.html
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- United States Department of Transportation. (2021). *USDOT mode and resource description: Pipeline and hazardous materials safety administration*. Retrieved from <https://www.transportation.gov/rural/routes/usdot-mode-and-resource-description-pipeline-and-hazardous-materials-safety>

Polk County Emergency Operations Plan



ESF-11: Agriculture and Animal Protection

Prepared by:



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| ESF-11 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Sheriff's Office and Animal Control |
| Supporting County Agencies | American Society for the Prevention of Cruelty to Animals (by Mutual Aid Agreement) |
| Community Partners | Area Farmers and Agribusiness Area Veterinarians Pet Rescue |
| Primary Oregon State Agencies | Department of Agriculture Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 11 describes how the County will coordinate an effective and humane response involving animal and agricultural issues, and work to protect the County's natural resources.

1.2 Scope

The following activities are within the scope of ESF-11:

- Continually conducting public health surveillance activities of zoonotic vectors.
- Responding to public health emergencies resulting from the introduction of a novel and/or drug resistant pathogen into the human population.
 - Implement County response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating pest infestation.
 - Issue and enforce animal disease quarantines.
 - Remove and dispose of animal carcasses.
 - Release information to the public about quarantine areas, rabies alerts, and other animal-related issues.
- Ensure that animal/veterinary/wildlife issues during a disaster are supported, including:
 - Capture/rescue of animals that have escaped confinement or been displaced from their natural habitat.
 - Provision of emergency care to injured animals.
 - Provision of humane care, handling, and sheltering to animals (including service animals, pets, and livestock).
- Protect the County's natural resources from the impacts of a disaster.

The human health risks associated with animal and plant disease are addressed in ESF-8: Health and Medical. The safety and security of the County's food supply, as well as provisioning of animal shelters with adequate feed and water, is addressed in ESF-6: Mass Care, Food, and Water.

2 Situation and Assumptions

2.1 Situation

Oregon is faced with a number of hazards that may result in impacts to agriculture or the State's natural resources, as well as domestic animals and livestock. The following considerations should be taken into account when planning for and implementing ESF-11 activities:

- Numerous plant and animal diseases exist that could impact communities through natural, accidental, or intentional introduction.
- Communities may have significant numbers of animals, ranging from household pets to commercial livestock operations. The vulnerability of these animals in the event of a disaster or emergency can have impacts at both individual and commercial levels, with the potential for long-range effects on the local and State economy.
- An emergency may cause or be caused by the spread of a contagious disease through food and water supply systems or from animals to people.
- Some animal diseases are very contagious (such as foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting both animals and people.
- Some plant diseases are highly infectious to other plants and can be very difficult to identify, isolate, control, and eradicate.
- Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care. Local general population shelters are likely inadequately prepared for pets or livestock.
- The Oregon Department of State Lands (DSL) manages over 4.0 million acres of agricultural, grazing, and forest lands; estuaries and tidelands; offshore lands; and submerged and submersible lands of the State's navigable waterways, including the territorial sea. Approximately 106,500 acres of forestland is part of the common school lands overseen by the State Land Board and DSL. DSL's Asset Management Plan identifies most forest land as a core real estate asset of the Common School Fund.

2.2 Assumptions

ESF-11 is based on the following planning assumptions:

- Livestock, wildlife, birds, plants, and crops may be affected by a disease or insect outbreak. Plants and animals may die of such an outbreak or need to be destroyed/depopulated.
- Agricultural production capability and/or value may become severely limited. Such an event could greatly impact the economic stability and viability of a community or region.
- The time between the reporting of a disease and its identification as an emergency is critical. A highly contagious disease could spread rapidly through a region via markets, product movement, and fomites (people, vehicles, etc.).
- A community's resources would be rapidly depleted if the outbreak involved multiple facilities or large areas.
- Positive and prompt actions by local, state, and (possibly) federal authorities will be required in order to stop a highly contagious disease.

Animal Protection

- Some landowners, individuals, or groups may strenuously object to depopulation of animals or destruction of plants. Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.
- First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protective equipment, decontamination, etc.
- Volunteers will want to help and can make a significant contribution to the effort.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-11 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident-related activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-11 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

In accordance with the Basic Plan and this ESF Annex, the County Sheriff's Office is responsible for coordinating ESF-11 activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.

Animal Protection

Requests for assistance with agriculture and animal protection will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.

The County Emergency Operations Center (EOC) will provide guidance for the coordination of agriculture and animal protection resources.

If animal quarantine measures are necessary to protect human health, they will be implemented through the Polk County Public Health Department and do not require a court order. Most likely, support from the State Brand Inspector, State agricultural agencies, and Oregon Department of Human Services would be included in these procedures. In all other cases, formal quarantine measures will be implemented following existing procedures established through the Oregon Department of Agriculture.

Polk County has not yet developed emergency response plans or procedures that focus on agriculture and animal issues. However, the National Incident Management System (NIMS)/Incident Command System (ICS) process would be implemented into the command structure established for the County EOC to track and mobilize all resources necessary to accomplish the incident objectives. Until a local plan is developed, the Oregon Emergency Management Department will be relied on to coordinate assistance by state and federal agencies during a disaster or animal health emergency.

4.2 Emergency Operations Center Activation

When a disaster occurs, the Polk County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander (IC). The EOC IC will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary county agencies listed in this ESF. The primary County agencies will coordinate with supporting county agencies and community partners to assess and report current capabilities to the EOC and activate departmental operations centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-11 activities.

4.3 Emergency Operations Center Operations

When ESF-11 activities are staffed in the EOC, the County Animal Control representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to agriculture and animal protection.
- Share situation status updates related to agriculture and animal protection to inform development of the Situation Report.
- Participate in, and provide ESF-11 reports for, EOC briefings.
- Assist in development and communication of ESF-11 actions to tasked agencies.
- Monitor ongoing ESF-11 actions.

Animal Protection

- Share ESF-11 information with the Public Information Officer to ensure consistent public messaging.
- Coordinate ESF-11 staffing to ensure that the function can be staffed across operational periods

4.4 Animal Disease Response

The Polk County Public Health Department, with support from the Oregon Department of Agriculture, serves as the principal point of contact in the event of an outbreak of a highly infectious/contagious or economically devastating animal or zoonotic disease. The Area Veterinarian in Charge for the United States Department of Agriculture, Animal and Plant Health Inspection Service, Veterinary Services will assist the State Veterinarian as appropriate in any animal health emergency.

Animal quarantine measures will be implemented through the Polk County Public Health Department and require a court order. Most likely, support from the State Brand Inspector, state agricultural agencies, and Oregon Department of Human Services (veterinarian services) would be included in these procedures. Formal quarantine measures will be implemented following existing procedures established through the State Department of Agriculture.

4.5 Access and Functional Needs Populations

Provision of ESF-11 activities will take into account populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

4.6 Coordination with Other ESFs

The following ESFs support ESF-11 activities:

- **ESF-3: Public Works** - Protect the State's historical structures.
- **ESF-6: Mass Care, Food, and Water** - Coordinate shelter operations for persons with service animals. Assess the status of the State's food supply, coordinate food and water resources for animal shelter operations.
- **ESF-8: Health and Medical** - Assist in zoonotic disease surveillance; regulate food safety at restaurants.
- **ESF-10: Hazardous Materials** - Coordinate cleanup of hazardous materials incidents that impact the state's natural resources.
- **ESF-13: Law Enforcement** - Support enforcement of animal quarantine measures.
- **ESF-16: Volunteers and Donations** - Coordinate volunteers and donated goods to support animal shelter operations.

5 ESF Annex Development and Maintenance

Polk County Animal Control will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-11 Resources
- **Appendix B:** ESF-11 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-11 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-11 Resources

The following resources provide additional information regarding ESF-11 and agriculture and animal protection issues at the local, state, and federal level:

Local

- Mutual Aid Agreement Between the American Society for the Prevention of Cruelty to Animals and Polk County Emergency Management and Polk County Sheriff's Office. EMD. Current version 2015 (Polk County Emergency Management Department and Sheriff's Office, 2015).

State

- Oregon Comprehensive Emergency Management Plan: ESF-17: Agriculture. Oregon EMD. Current version 2016 (Oregon Office of Emergency Management, 2016).
- Oregon Response Plan for Animals in Disasters:
<https://www.oregonvma.org/resources/disaster-preparedness/oregon-response-plan-animals-disasters>

Federal

- Emergency Support Function #17 – Agriculture and Natural Resources Annex. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016)
- Animal Care Emergency Programs. USDA. (Animal and Plant Health Inspection Service, 2020).

Appendix B: ESF-11 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 11: Agriculture and Animal Protection. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-11 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-11 activities.
- ☐ Participate in ESF-11 trainings and exercises as appropriate.

Polk County Animal Control

- ☐ Coordinate an annual review and update of the ESF-11 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-11 activities.
- ☐ Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

Polk County Emergency Management Department

- ☐ Maintain the operational capacity of the County Emergency Operations Center (EOC) to support volunteers and donations activities.

Fairgrounds

- ☐ Develop plans for potential animal sheltering operations in coordination with ESF-11 partners.
- ☐ Establish communication with the County EOC as needed.

Polk County Health Department

- ☐ Establish plans, in coordination with State partners, to respond to animal and plant disease outbreaks.

Area Farmers and Agribusiness

- ☐ Report potential or actual breaches of agricultural security or threats to the food supply immediately.

Response

Appendix B

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-11 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC, as required, to maintain situational awareness and foster a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-11 activities.

Polk County Animal Control

- ☐ Manage and direct the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
- ☐ Coordinate establishment of shelters for animals and livestock.
- ☐ Collect and dispose of animal carcasses.

Polk County Emergency Management Department

- ☐ Facilitate support to ESF-11 activities through the County EOC.
- ☐ Coordinate with the EOC Planning Section to determine impacts to the County's agricultural community.
- ☐ Coordinate with farmers and agribusiness partners to facilitate opportunities for private-sector support to response operations.
- ☐ Request support for business and industry-related activities through the State Emergency Coordination Center.

Fairgrounds

- ☐ Provide animal sheltering support.

Polk County Public Health Department

- ☐ Provide guidance for implementation of quarantine measures in the event of a plant or animal disease outbreak.

Area Farmers and Agribusiness

- ☐ Assess the impact of the emergency on agriculture.
- ☐ Report status agricultural operations and impacts to the County EOC.

Area Veterinarians

- ☐ Provide animal care and veterinary capabilities.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-11 include the following:

Appendix B

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-11 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Area Farmers and Agribusiness

- ☐ Conduct agriculture restoration activities in a manner to reduce the likelihood and severity of future damages and enhance community resiliency.

Appendix C: ESF-11 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: References

- Animal and Plant Health Inspection Service. (2020). *Animal care emergency programs*. Retrieved from United States Department of Agriculture: https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/emergency-programs/ct_ep_information
- Federal Emergency Management Agency. (2016). *Emergency support function #11 - Agriculture and natural resources annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_11_Ag-Natural-Resources.pdf
- Federal Emergency Management Agency. (2017). *National incident management system (3rd ed.)*. Retrieved from https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf
- Oregon Office of Emergency Management. (2016). *ESF 17 - Agriculture and animal protection*. Retrieved from https://www.oregon.gov/oem/Documents/2015_OR_EOP_ESF_17_agriculture_animal.pdf
- Polk County Emergency Management Department and Sheriff's Office. (2015). *Mutual Aid Agreement Between the American Society for the Prevention of Cruelty to Animals and Polk County Emergency Management and Polk County Sheriff's Office*. Polk County.

Polk County Emergency Operations Plan



ESF-12: Energy

Prepared by:



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ESF-12: Energy

| ESF-12 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Public Works Department |
| Supporting County Agencies | Emergency Management Department Municipal Public Works Departments |
| Community Partners | Area Utilities Consumers Power Portland General Electric Pacific Power Salem Electric Monmouth Power & Light American Red Cross |
| Primary Oregon State Agencies | Department of Transportation Department of Forestry Department of Energy Public Utility Commission |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 12 describes how the County will coordinate plans, procedures, and resources to support response to and recovery from shortages and disruptions in the supply and delivery of utilities during a major disaster or incident.

1.2 Scope

The following activities are within the scope of ESF-12:

- Coordinate with utilities operating in the County to ensure that the integrity of the supply systems is maintained during emergency situations and that any damages that may be incurred are repaired and services restored in an efficient and expedient manner afterward.
- Monitor and coordinate the availability of electric generating capacity and reserves, the availability and supply of natural gas, and the fuel supply for critical generators. The EMD manages the generators they own.
- Monitor and coordinate the restoration of utilities for normal community operations.
- Coordinate with private-sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline.

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require support from utility departments. The following considerations should be considered when planning for and implementing ESF-12 activities:

- Emergencies, both natural and human-caused, can have significant effects on public and privately owned utilities in a community. The ability to quickly restore damaged water, power, natural gas, telephone, and sewer systems is essential to minimizing a disaster's impacts on the safety, health, and economy of the area.
- The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed a capability to provide, reroute, and restore power under even the most extreme circumstances.
- A major disaster could destroy or disrupt all or a portion of the County's energy and utility systems.

2.2 Assumptions

ESF-12 is based on the following planning assumptions:

- A major disaster could destroy or damage portions of the County's energy and utility systems and disrupt local fuel supplies.
- In a major disaster there can be widespread and possibly prolonged electric power failures.
- Transportation and telecommunications infrastructures will most likely be affected in a larger disaster.
- Delays in the production, refining, and delivery of petroleum-based products may occur as a result of transportation infrastructure problems and loss of commercial power.
- There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- Natural gas lines may break, causing fire, danger of explosion, or health hazards such as inhalation of toxic substances.
- Water pressure may be low, hampering firefighting and impairing sewer system function.
- The Public Works Department, under an emergency proclamation, will require the authority to enter private property to evaluate and shut off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-12 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency

ESF-12: Energy

plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-12 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the Polk County Public Works Department is responsible for coordinating ESF-12 activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with energy activities will first be issued in accordance with established mutual aid agreements and once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination of ESF-12 resources.

Emergency power sources and back-up systems are available to support critical facilities and emergency operations in Polk County. Many facilities within the County have adequate resources for sustainable operations throughout the duration of response and recovery. These facilities include the following:

- Polk County Sheriff's Office
- Academy Building-Public Health
- Willamette Valley 9-1-1 Communications Center
- Oregon National Guard Armory
- Fair Grounds

ESF-12: Energy

▪ Communications Sites

The Polk County Emergency Management Department (EMD) also maintains four mobile trailer generators and one portable generator that can be transported for support of field operations or facilities in need of alternate power sources. All communications sites within the County's jurisdiction are equipped with back-up generators and alternate power sources to enable operation up to 7 days.

4.2 Emergency Operations Center Activation

When a disaster occurs, the Polk County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander (IC). The EOC IC will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary county agencies listed in this ESF. The primary County agencies will coordinate with supporting county agencies and community partners to assess and report current capabilities to the EOC and activate departmental operations centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-12 activities.

4.3 Emergency Operations Center Operations

When ESF-12 activities are staffed in the EOC, the Polk County Public Works Department representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners
- Provide a primary entry point for situational information related to energy
- Share situation status updates related to energy to inform development of the Situation Report
- Participate in, and provide energy reports for, EOC briefings
- Assist in development and communication of ESF-12 actions to tasked agencies
- Monitor ongoing ESF-12 actions
- Share ESF-12 information with ESF-15: Public Information, to ensure consistent public messaging
- Coordinate ESF-12 staffing to ensure that the function can be staffed across operational periods

4.4 Access and Functional Needs Populations

Provision of ESF-12 activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.5 4.5 Coordination with Other ESFs

The following ESFs support ESF-12 activities:

- **ESF-1: Transportation** – Identify impacts to the County's transportation infrastructure and develop priorities for repair and restoration

ESF-12: Energy

- **ESF-2: Communications** - Identify impacts to the County's communication infrastructure and develop priorities for repair and restoration
- **ESF-14: Business and Industry** Coordinate with private-sector partners to support ESF-12 activities
- **ESF-15: Public Information** - Provide situation status updates and subject matter expertise to inform development of public messaging

5 ESF Annex Development and Maintenance

The Polk County Public Works Department will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-12 Resources
- **Appendix B:** ESF-12 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-12 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-12 Resources

The following resources provide additional information regarding ESF-12 and energy issues at the local, state, and federal level:

Local

- For a list of Critical Facilities in Polk County with Generators for Alternate Power: Polk County Resource Guide

State

- Oregon Comprehensive Emergency Management Plan: ESF-8: Health and Medical. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).
- Oregon State Energy Assurance Plan. Oregon Department of Energy and Public Utility Commission. Current version 2012 (Oregon Department of Energy & Oregon Public Utility Commission, 2012).

Federal

- Emergency Support Function #12 – Energy Annex. FEMA. Current version 2016 (Federal Emergency Management Agency).

Appendix B: ESF-12 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 12: Energy. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency-specific plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-12 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-12 activities.
- ☐ Participate in ESF-12 trainings and exercises as appropriate.

Polk County Public Works Department

- ☐ Coordinate an annual review and update of the ESF-12 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-12 activities.
- ☐ Procure and maintain sources of backup power and fuel, including emergency generators.
- ☐ Pre-identify public works and debris clearance priorities to support restoration of lifeline utilities.

Polk County Emergency Management Department

- ☐ Maintain the operational capacity of the County EOC to support energy activities.

Area Utilities

- ☐ Develop response and restoration plans to ensure that lifeline utilities are restored as quickly as possible after a disruption
- ☐ Establish an emergency management organization to establish communication with the County EOC

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-12 include the following:

Energy Appendix B

All Tasked Agencies

- ☐ Provide situational updates to the County EOC, as required, to maintain situational awareness and foster a common operating picture
- ☐ Provide a representative to the County EOC, when requested, to support ESF-12 activities

Polk County Public Works Department

- ☐ Coordinate public works and debris clearance activities to support restoration of lifeline utilities
- ☐ Ensure that appropriate backup power sources and fuel supplies are available to support the County's emergency operations

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to determine the status of the County's energy infrastructure
- ☐ Establish a Public Works Branch in the County EOC if needed
- ☐ Coordinate with area utility partners to facilitate the efficient restoration of lifeline utilities
- ☐ Monitor the status of lifeline utilities and provide situation status updates to the County Public Information Officer to inform public messaging
- ☐ Assist county and community partners with obtaining fuel in support of emergency operations
- ☐ Request support for energy activities through the State Emergency Coordination Center

Area Utilities

- ☐ Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel
- ☐ Repair and restore lifeline utilities
- ☐ Report the status of utility systems to the County EOC

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF 12 include the following:

All Tasked Agencies

- ☐ Demobilize response activities
- ☐ Maintain incident documentation to support public and individual assistance processes

Energy Appendix B

- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-12 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County
- ☐ Provide agency and incident data to development of mitigation projects to reduce hazard vulnerability

Area Utilities

- ☐ Conduct repair and restoration activities in a manner to reduce the likelihood and severity of future damages and enhance community resiliency

Appendix C: ESF-12 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Energy Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: References

- Federal Emergency Management Agency. (2017). *National incident management system (3rd ed.)*. Retrieved from https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf
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Polk County Emergency Operations Plan



ESF-

13: Law Enforcement

Prepared by:



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13: Law Enforcement

| ESF-13 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Sheriff's Office |
| Supporting County Agencies | Justice Department Emergency Management Department Local Police Departments |
| Community Partners | Dallas City Policy Independence City Police Monmouth City Police Salem City Police Grand Ronde Tribal Police Area Fire Districts/Departments Mutual Aid Partners Federal Bureau of Investigation |
| Primary Oregon State Agencies | Emergency Management Department State Police Department of Corrections Department of Justice |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 13 describes how the County will support law enforcement activities during a time of emergency. Local law enforcement agencies will also provide support for evacuation traffic control; criminal investigations; access control to incident sites and/or governmental facilities, including County and municipal Emergency Operations Centers (EOCs) as resources permit; security at community care and sheltering facilities and hospitals; prisons; and other critical care facilities involved in emergency response activities.

1.2 Scope

The following activities are within the scope of ESF-13:

- Facilitate damage assessment of law enforcement facilities.
- Provide for the protection of life and property, traffic control, crowd control, communications, emergency first aid, site security, and security for vital state facilities and critical infrastructure.
- Provide access control/site security to support local efforts to control access to the incident site, critical facilities, and/or critical infrastructure.
- Secure and escort key emergency resources and assets when deployed.
- Assist in the facilitation of evacuation operations.

Military support to local law enforcement agencies is addressed in ESF-18: Military Support.

13: Law Enforcement

1.3 Policies and Agreements

Local intergovernmental agreements and memoranda of understanding (MOUs) are in place to provide backup coverage and assist any law enforcement agency statewide. In addition, the Oregon State Police maintain an MOU with the Polk County Sheriff's Office and all police agencies to provide assistance during any type of law enforcement incident and will report to the Incident Commander or the County Sheriff during local incidents.

The line of succession of authority for duties covered under ESF-13 is designated for the following positions:

- County Sheriff, Captain, or designee
- Lieutenant
- Sergeant

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards that may require law enforcement support. The following considerations should be considered when planning for and implementing ESF-13:

- Significant disasters and emergency situations can damage infrastructure and lifelines that can overwhelm local abilities to meet basic human needs and enforce law and order.
- Law enforcement may be faced with a tremendous challenge in meeting increased need for public assistance and aid and maintaining community security. This is often exacerbated by the presence of personnel unfamiliar to the area and local customs.
- Emergency situations may lead to increased 9-1-1 call volume, civilian injuries and fatalities, rescue requests, looting, and violent crime.
- Local law enforcement professionals may be preoccupied with securing their own families' safety and unable to fulfill their required functions during an event. This can also lead to increased mental fatigue and stress, which can have volatile consequences.

2.2 Assumptions

ESF-13 is based on the following planning assumptions:

- General law enforcement problems are compounded by disaster community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.
- Generally, law enforcement within a disaster/emergency area remains the responsibility of local authorities along established jurisdictional boundaries, unless State assistance is requested or required by statute.
- The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance should be requested through local and state emergency management and mutual aid agreements.
- The availability of resources will have a profound effect on agencies' abilities to perform tasked activities.

13: Law Enforcement

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-13 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-13 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

In a major emergency, the Polk County Sheriff will take the necessary actions to maintain law and order, including crowd and traffic control, facility security, and evacuation zone security; coordinate the County's law enforcement resources through mutual aid or identifying and allocating additional resources; and lead or support tactical operations such as evacuation and search and rescue (SAR). The Sheriff will coordinate all emergency information and emergency response activities through the EOC, and the Polk County Emergency Management Director will facilitate this process.

Police officials of incorporated cities within the County will retain authority for direction and control of local law enforcement resources during emergencies. Should they require additional resources not covered under mutual aid for emergency operations, such requests shall be directed to the Sheriff's designated Law Enforcement representative in the EOC.

13: Law Enforcement

Volunteer or reserve law enforcement organizations will work for and within the structure of their parent agencies. Additional entities such as public works departments may be requested to support law enforcement by assisting in traffic control.

The Oregon State Police and other state-affiliated law enforcement agencies shall operate within their assigned areas of responsibility, unless otherwise ordered by the Governor. Requests for State assistance not covered by mutual aid agreements shall be made via the County EOC and directed to the Oregon State Police via the State Emergency Command Center (ECC). Similarly, federal law enforcement agencies shall operate within their assigned areas of responsibility, unless otherwise ordered by appropriate federal authorities.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-13 activities.

4.3 Emergency Operations Center Operations

When ESF-13 activities are staffed in the EOC, the EOC Incident Commander will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to law enforcement.
- Share situation status updates related to law enforcement to inform development of the Situation Report.
- Participate in, and provide ESF-13 reports for, EOC briefings.
- Assist in development and communication of ESF-13 actions to tasked agencies.
- Monitor ongoing ESF-13 actions.
- Share ESF-13 information with ESF-15: Public Information to ensure consistent public messaging.
- Coordinate ESF-16 staffing to ensure that the function can be staffed across operational periods.

The Sheriff is responsible for directing the County's law enforcement response to a major emergency and coordinating response activities with the EOC. She or he, or a designated representative, will serve as the Law Enforcement Representative to the EOC, coordinating the flow of law enforcement information and processing requests for and allocating additional law enforcement resources as appropriate.

The County EOC will be the primary location for direction and control of emergency law enforcement operations. Emergency response and recovery operations will be coordinated according to Incident Command System (ICS) and National Incident

13: Law Enforcement

Management System (NIMS) processes (Federal Emergency Management Agency, 2017). The lead law enforcement agency will assume the role of incident command for law enforcement. When environmental conditions do not allow for coordination and control of emergency operations from the County EOC, the County Emergency Manager may authorize control from other locations.

Two-way radio communications for control of emergency operations and emergency communications with neighboring law enforcement and medical and health officials will be the same as those used for day-to-day operations. Landline and/or wireless telephone communications will be used for administrative purposes, as well as for coordination and control if two-way radio communications are not available.

4.4 TITAN Fusion Center

If a criminal or terrorist incident is suspected, the Sheriff's Office will notify the Oregon Terrorism Information Threat Assessment Network Fusion Center. During a terrorist incident, the Fusion Center will support situational awareness and intelligence gathering functions.

4.5 Access Functional Needs Populations

Provision of ESF-13 activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.6 Coordination with Other ESFs

The following ESFs support ESF-13 activities:

- **ESF-1: Transportation** - Support clearance of emergency transportation routes.
- **ESF-3: Public Works** - Support crowd and traffic control operations.
- **ESF-18: Military Support** - Augment civilian law enforcement operations as needed.

5 ESF Annex Development and Maintenance

The County Sheriff's Office will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-13 Resources
- **Appendix B:** ESF-13 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-13 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-13 Resources

The following resources provide additional information regarding ESF-13 and law enforcement issues at the local, state, and federal level:

Local

- None at this time

State

- Oregon Comprehensive Emergency Management Plan: ESF-16: Law Enforcement. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- National Response Framework. FEMA. ESF-13: Public Safety and Security. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).

Appendix B: ESF-13 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 13: Law Enforcement. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-13 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-13 activities.
- ☐ Participate in ESF-13 trainings and exercises as appropriate.

Polk County Sheriff's Office

- ☐ Coordinate an annual review and update of the ESF-13 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-15 activities.
- ☐ Ensure the availability of necessary equipment to support law enforcement activities.
- ☐ Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.
- ☐ Develop and maintain an emergency notification list of departmental personnel.
- ☐ Train staff for evacuation and on ICS.
- ☐ Instruct employees to report to work as soon as possible in the event of major emergency/disaster.
- ☐ Assist staff with family preparedness plans.
- ☐ Assign an emergency management liaison to assist in developing and exercising of the County Emergency Operations Plan (EOP).
- ☐ Participate in training exercises conducted by the Polk County EMD.

Polk County Emergency Management Department

- ☐ Maintain operational capacity of the County EOC to support law enforcement activities.

Enforcement Appendix B

Incorporated Cities

☐ Police officials of incorporated cities without their own EOPs should use the mitigation/preparedness direction outlined above, as appropriate, and coordinate activities with Polk County.

Grand Ronde Sovereign National Lands, Trust, Fee, or Deeded Lands

☐ The Tribe should follow mitigation/preparedness direction as outlined in its EOP as appropriate and is encouraged to coordinate activities with Polk County EMD.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-13 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-13 activities.

Polk County Sheriff's Office

- ☐ Provide traffic and crowd control, provide security to critical facilities and supplies, and control access to hazardous or evacuated areas.
- ☐ Provide security for special populations affected by the emergency.
- ☐ Assist with the dissemination of warnings and notifications as time and resources allow.
- ☐ Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.
- ☐ Secure the prisoner population in the detention center during a disaster situation.
- ☐ Coordinate law enforcement agencies responding from outside the jurisdiction.
- ☐ Immediately recall off-duty personnel, reserves, and volunteer groups to augment on-duty personnel.
- ☐ Set up a command structure utilizing ICS, establishing Incident Command Posts as necessary.
- ☐ Provide mobile units for warning purposes (see ESF-2: Communication).
- ☐ Conduct evacuations of affected populations (See ESF-1: Transportation).
- ☐ Provide security for key facilities such as the County's EOC, shelters, and evacuation zones.
- ☐ Conduct SAR operations for missing persons, including support in all body recovery operations.

Enforcement Appendix B

- ☐ Support other public safety operations.
- ☐ Provide traffic and crowd control.
- ☐ Be prepared to provide Public Information Officer resources, as necessary.
- ☐ Advise the Board of Commissioners regarding law enforcement aspects of the emergency/disaster.

Justice Department

- ☐ Collaborate with courts and law enforcement agencies to determine emergency arrest or release policies.
- ☐ Ensure that legal requirements for due process are met.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Law Enforcement Branch in the County EOC if needed.
- ☐ Document expenditures for disaster/emergency activities and report them to the EOC.

Area Law Enforcement Agencies

- ☐ Coordinate law enforcement activities within limits of jurisdictional authority.
- ☐ Support County law enforcement operations through mutual aid.
- ☐ Police officials of incorporated cities without their own EOPs should generally follow the response procedures outlined above, coordinating activities with local policy makers and the County's Law Enforcement Representative in the EOC.

Grand Ronde Sovereign National Lands, Trust, Fee, or deeded lands

- ☐ Police officials of Tribal lands should respond in accordance with their Tribal EOPs and coordinate law enforcement response activities, as appropriate, with Polk County.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-13 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Enforcement Appendix B

Polk County Emergency Management Department

- ☐ Compile and keep all documentation collected relating to the management of law enforcement operations and the assets utilized during SAR activities.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-13 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-13 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS |
|---|
| <input type="checkbox"/> Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS |
| <input type="checkbox"/> Complete and submit all required documentation. |
| <input type="checkbox"/> Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> Follow check-out procedures. |
| <input type="checkbox"/> Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Enforcement Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: References

Federal Emergency Management Agency. (2016). *Emergency support function #13 - Public safety and security annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_13_Public-Safety-Security.pdf

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Polk County Emergency Operations Plan



ESF-

14: Business and Industry

Prepared by:



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| ESF-14 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Emergency Management Department |
| Supporting County Agencies | Board of Commissioners Local Chambers |
| Community Partners | Community Organizations Active in Disaster Strategic Economic Development Corporation (SEDCOR) |
| Primary Oregon State Agencies | Business Oregon |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 14 describes how the County will provide immediate and short-term assistance to local private-sector entities; stabilize the local economy; and effectively utilize local private-sector assets in response operations following a large-scale incident.

1.2 Scope

The following activities are within the scope of ESF-14:

- Foster solid partnerships among private (business and industry) and public (local, regional, state, federal) sector emergency management organizations throughout all phases of the emergency management cycle.
- Identify and address any private-sector resource/capability shortfalls with the potential to destabilize the local economy if left unmet/ unaddressed.
- Identify, coordinate, mobilize, track, and demobilize private-sector owned and operated resources utilized during incident response operations.
- Conducting initial economic damage assessments for impacted areas.

The following activities are outside the scope of this function:

- Develop and/or implement private-sector Business Continuity Plans/Continuity of Operations Plans.
- Develop and/or implement plans to identify and thwart terrorist plots targeting facilities federally defined as Critical Infrastructure or a Key Resource (CIKR).

2 Situation and Assumptions

2.1 Situation

The County is faced with several hazards, each with the potential to significantly impact the County's economic stability. Incidents significantly impacting the local economy will likely require the County to support the resource/capability needs of critical private-sector partners and coordinate the utilization of privately owned and operated assets utilized as part of response operations. The following considerations should be incorporated into the processes by which the County will coordinate with private sector-partners to stabilize the local economy following a large-scale incident

Business and Industry

- Large-scale incidents may result in extensive damage to privately owned property (commercial and residential) and may:
 - Reduce or suspend local private-sector business operations, thereby:
 - Destabilizing the overall local economy
 - Delaying individual citizens' ability to regain normalcy and autonomy
 - Overwhelm the County's capacity to conduct damage assessment activities.
- Hamstringing the community's ability to transition from incident response operations to incident recovery operations.

2.2 Assumptions

ESF-14 is based on the following planning assumptions:

- Research affirms the correlation between the efficacy of a local jurisdiction's response/recovery operations and the strength of relationships between the public and private sectors (public-private partnerships).
- The successful implementation of all activities included within the scope of this function is predicated upon trust between public/private- sector entities and a willingness to redefine the nature of existing relationship
- Historical data shows the nation's economy to be relatively stable (despite the occasional poor performance of one or more economic indicators); therefore, this ESF assumes that the County will likely mobilize and initiate ESF-14 activities in the context of a stable economy.
- Private-sector entities are responsible for and will provide for the means to repair, restore, and secure self-owned and/or operated properties with damage resulting from a hazard's impacts.
- Private-sector entities routinely conduct disaster preparedness activities and have either developed or will develop the necessary disaster preparedness plans to ensure the safety of staff, customers/ clients, and guests; sustain business operations and provide continuity of services; and augment the County's response operations with pre-identified resources and assets.
- Private-sector entities pre-identified as owning and/or operating potentially useful response equipment are responsible for addressing the following matters related to maintenance, safety, and training.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-14 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

Business and Industry

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as “tasked agencies” based on one or more of the following criteria: the organization’s self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity’s jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-14 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the Polk County Emergency Management Department (EMD) is responsible for coordinating ESF-14 activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with business and industry will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination of business and industry resources.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-14 activities.

4.3 Emergency Operations Center Operations

When ESF-14 activities are staffed in the EOC, the Polk County EMD representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.

Business and Industry

- Provide a primary entry point for situational information related to business and industry.
- Share situation status updates related to business and industry to inform development of the Situation Report.
- Participate in, and provide ESF-14 reports for, EOC briefings.
- Assist in development and communication of ESF-14 actions to tasked agencies.
- Monitor ongoing ESF-14 actions.
- Share ESF-14 information with ESF-15: Public Information, to ensure consistent public messaging.
- Coordinate ESF-14 staffing to ensure that the function can be staffed across operational period.

4.4 Access Functional Needs Populations

Provision of ESF-14 activities will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.5 Coordination with Other ESFs

The following ESFs support ESF-14 activities:

- **ESF-2: Communications** - Coordinate with private-sector telecommunications providers.
- **ESF-3: Public Works** - Coordinate with private-sector infrastructure partners.
- **ESF-6: Mass Care, Food, and Water** - Coordinate with private-sector partners that may provide food and water resources.
- **ESF-8: Health and Medical** - Coordinate with private-sector healthcare providers.
- **ESF-10: Hazardous Materials** - Coordinate with private-sector partners that handle, store, or transport hazardous materials.
- **ESF-11: Agriculture and Animal Protection** - Coordinate with agriculture industry partners.
- **ESF-12: Energy** - Coordinate with private-sector energy utilities.
- **ESF-16: Volunteer and Donations** - Coordinate with community- and faith-based organizations.

5 ESF Annex Development and Maintenance

The County EMD will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-14 Resources
- **Appendix B:** ESF-14 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-14 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-14 Resources

The following resources provide additional information regarding ESF-14 and law enforcement issues at the local, state, and federal level:

Local

- None at this time

State

- Oregon Comprehensive Emergency Management Plan: ESF-18: Business and Industry. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- National Response Framework. FEMA. ESF-14: Cross-Sector Business and Infrastructure. FEMA. Current version 2019 (Federal Emergency Management Agency, 2019).
- US Small Business Administration: <https://www.sba.gov/>

Appendix B: ESF-14 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 14: Business and Industry. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-14 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-14 activities.
- ☐ Participate in ESF-14 trainings and exercises as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-14 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-14 activities.
- ☐ Maintain the operational capacity of the County EOC to support business and industry activities.
- ☐ Provide private-sector partners with vetted, pertinent, and useful preparedness information or emergency management organizations throughout all phases of the emergency management cycle.

Board of Commissioners

- ☐ Promote policies that encourage community-wide emergency preparedness, including business and industry partners.

Area Businesses and Industry

- ☐ Establish an emergency management organization to facilitate interaction, communication, and coordination with local, tribal, and State partners.
- ☐ Develop, validate, exercise, and implement security and business continuity plans to ensure their capability to deliver goods and services. Plans should include procedures to:
 - ☐ Determine the impact of an incident on the business involved, as well as forecast cascading effects of interdependencies between sectors.

Industry Appendix B

- ☐ Facilitate a shared situational awareness with local, tribal, and State emergency management organizations.
- ☐ Coordinate and set priorities for incident management support and response, and the rationing or prioritizing of the delivery of goods and services after an incident.
- ☐ Inform State decision-makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.
- ☐ Support local, tribal, and State partners to obtain goods and services necessary for the restoration and recovery of impacted business and industry on a priority basis.
- ☐ Conduct assessments of, and develop contingency plans for, supply chain disruption.
- ☐ Coordinate plans for security and continuity/contingency programs with local, tribal, and State partners.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-14 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-14 activities.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to determine the impacts to the County's business community.
- ☐ Establish a Liaison Officer in the County EOC if needed to outreach to business and industry partners.
- ☐ Coordinate with business and industry partners around opportunities for private-sector support to response operations.
- ☐ Request support for business and industry activities through the State Emergency Coordination Center.

Area Business and Industry

- ☐ Assess the impact of the emergency on business.
- ☐ Provide goods and services through contractual arrangements or government purchases, or and where appropriate, mutual support agreements with impacted communities.

Industry Appendix B

- ☐ Utilize existing agreements and contracts to obtain needed resources.
- ☐ Implement business continuity plans.
- ☐ Report the status of business operations and impacts to the County EOC.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-14 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-14 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Area Businesses and Industry

- ☐ Conduct business restoration activities in a manner to reduce the likelihood and severity of future damages and enhance community resiliency.

Appendix C: ESF-14 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Industry Appendix C

Keys to Success Checklist

INFORMATION MANAGEMENT

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for ESF Leads and agency representatives includes the following:

- ☐ Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture
- ☐ Serve as a conduit of information to and from agencies
- ☐ Supply accurate, appropriate, and up-to-date information to the Situation Report

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for ESF Leads and agency representatives includes the following:

- ☐ Coordinate the contribution of resources from an agency to the response and recovery
- ☐ Request resources from other sources and agencies
- ☐ Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request.

Appendix D: References

- Federal Emergency Management Agency. (2017). *National incident management system (3rd ed.)*. Retrieved from https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf
- Federal Emergency Management Agency. (2019). *Emergency support function #14 - Cross-sector business and infrastructure*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_14_Business-Infrastructure.pdf
- Oregon Office of Emergency Management. (2014). *ESF 18 - Business and industry*. Retrieved from https://www.oregon.gov/oem/Documents/2015_OR_EOP_ESF_18_business_industry.pdf

Polk County Emergency Operations Plan



ESF- 15: Public Information

Prepared by:



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| ESF-15 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Emergency Management Department |
| Supporting County Agencies | Sheriff's Office Public Information Officer Network Board of Commissioners Fire Districts/Departments |
| Community Partners | Local Municipalities |
| Primary Oregon State Agencies | Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 15 describes how the County will disseminate information to the public and other partners during times of emergency (e.g., evacuation/shelter-in-place orders, water boil notices, emergency sheltering information, situational awareness notifications, etc.).

1.2 Scope

The following activities are within the scope of ESF-15:

- Support County departments and local and tribal partners in the timely and accurate dissemination of information to the public, the media, and the private sector.
- Support the development of consistent and accurate messaging.

2 Situation and Assumptions

2.1 Situation

The County is faced with a number of hazards that may necessitate the dissemination of information to the public and other partners. The following considerations should be taken into account when planning for and implementing ESF-15 activities:

- The ability to disseminate information to the public during a disaster can be hampered by a variety of things, including power outages and damage to telecommunication infrastructure.
- Providing information to the public during a disaster or emergency event can be crucial in reducing the mortality rate and avoiding panic situations. It can also reduce the effect of secondary threats or impacts so that the public is able to take preventative measures.
- The Emergency Alert System (EAS) is the principal method for the dissemination of emergency warnings and providing instruction to the public. The system relies on telecommunication infrastructure, which can be damaged or destroyed during a large scale emergency.

Public Information

2.2 Assumptions

ESF-15 is based on the following planning assumptions:

- Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- The County or Responsible Agency will send out notifications by Marion/Polk Alerts to disseminate necessary Public Information for an Event.
- A public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.
- In an emergency situation, the public will demand information about the emergency and the protective actions being taken.
- Local print and broadcast media will cooperate in broadcasting, publishing, and posting on the web detailed disaster instructions for the public.
- Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
- Responding agencies will provide information to reduce public concerns about the incident and response activities.
- Sufficient numbers of trained support personnel will be available to help coordinate public information and interface with the media and appropriate agencies.
- Demands for information from media outside the jurisdiction will be significantly increased in a disaster.
- Rumor control procedures directed by the designated County Public Information Officers (PIOs) should prevent incorrect information from affecting emergency response activities.
- The County PIOs maintain a listing of media contacts and EAS networks and relies on them for the dissemination of emergency public information.
- In a significant disaster or emergency event, a Joint Information Center (JIC) may be set up to help facilitate the information flow between agencies and the general public.
- Information is one of the first casualties of a disaster. Rumors often abound, and information is usually sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information may cause confusion. The public may accept as valid rumors, hearsay, and inaccurate information that may cause unnecessary fear and confusion.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-15 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be

Public Information

responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as “tasked agencies” based on one or more of the following criteria: the organization’s self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity’s jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-15 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

The timely preparation and release of emergency public information is the responsibility of the County Emergency Management Department’s (EMD) PIO, working under the general direction of the Emergency Manager. An incident PIO will be appointed by the Emergency Manager at the time of an emergency.

Several County departments, fire districts, and other organizations have designated employees to deal with the release of information regarding emergency incidents to the media and the public. The Incident PIO and the necessary staffing for a 24-hour emergency response operation at the County’s Emergency Operations Center (EOC) will be drawn from this group of trained PIOs. Pre-disaster agreements can be used to ensure the necessary cooperation, coordination, and emergency management training.

If an incident involves a criminal investigation, specific procedures are established to manage and control security-sensitive information locally and Countywide. All media inquiries about an ongoing criminal investigation are referred to the Polk County District Attorney via the JIC.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations

Public Information

Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-15 activities.

4.3 Emergency Operations Center Operations

When ESF-15 activities are staffed in the EOC, the EOC Incident Commander will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to public information.
- Share situation status updates related to public information to inform development of the Situation Report.
- Participate in, and provide ESF-15 reports for, EOC briefings.
- Assist in development and communication of ESF-15 actions to tasked agencies.
- Monitor ongoing ESF-15 actions.

Coordinate ESF-15 staffing to ensure that the function can be staffed across operational periods

4.4 Joint Information System

Providing timely and accurate public information during an emergency of any nature is critical to the overall response efforts. A Joint Information System (JIS) will be implemented in conjunction with the Incident Command System (ICS), and a local and/or regional JIC will be established under Unified Command. During a regional or statewide event, the County will ensure that procedures are coordinated with those implemented by state and regional PIOs.

Depending on the size and nature of an incident, the JIC may be co-located with an existing EOC/command post or could be designated as an independent facility. A lead PIO, representing the lead agency for the response, will be assigned to the incident and will maintain the following responsibilities:

- Coordinate information-sharing among the larger PIO network.
- Develop and distribute materials to the general public and media partners.
- Implement information clearance processes set by the EOC Incident Commander.
- Schedule media briefings in a designated location away from the EOC and other emergency operations.

See Appendix E for potential sites for a JIC.

4.5 Working with the Media

4.5.1 Media Briefing Facilities

During an emergency, media briefing areas may be established in the closest available facility that is capable of handling them.

4.5.2 Message Development and Dissemination

Designated personnel, public officials, and/or response staff will inform and involve appropriate stakeholders, subject matter experts, and other technical staff during the initial stages of a response.

Support activities of the lead PIO and other public information staff include:

Public Information

- Creation and dissemination of key messages and incident updates to public and media partners (following review and clearance processes set forth by the Incident Commander or designee).
- Activation and staffing of a JIC (which may include appointing a JIC Manager).
- Development of fact sheets and situation updates for internal staff use.
- Designation of a spokesperson, alternate spokesperson, and supporting subject matter experts, if needed.
- Development and distribution of news releases, status updates, and other emergency information through news conferences, websites, newspapers, television stations, radio stations, e-mail, and emergency hotlines.

Dissemination of public information during an emergency can be accomplished in a number of ways. The Oregon Emergency Response System will be used to provide key information regarding the incident(s) to the first responder community and key partners. Media partners play a significant role in information sharing, as well as dissemination of information to the public and among private-sector and governmental entities. Polk County will adopt and incorporate the principles of the public information system set forth by NIMS. A “virtual Joint Information Center” system is a centralized electronic database that can serve as a tool for sharing information among the PIO network so that designated PIOs and support staff in a variety of remote locations can communicate with each other.

Emergency information efforts will focus on specific event information. This information will generally be of an instructional nature, focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. In larger scale events, a JIC may be established to facilitate coordination between various EOCs and the media. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational program. Public feedback will be used as a measure of the informational program’s effectiveness. Education efforts will be directed toward increasing public awareness of potential hazards and how people should deal with them. All information and education efforts will rely heavily on the cooperation of volunteer and commercial media organizations.

A list of subject matter experts has not yet been developed for the County but should include state resources for incident needs such as radiological support. A formal protocol for accessing subject matter experts through the state is established by Polk County EMD.

4.6 Media Access to the Scene

- In cooperation with the EOC and the Safety Officer, the on-scene Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with consideration for the safety of media personnel, the impact on response, and the wishes and concerns of the survivors.
- If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, in which media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media’s need for video footage.

Public Information

- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.
- Victims and families should be provided access to public officials without having to face media, as appropriate.
- The media may be allowed access to response personnel, at the discretion of the on-scene Incident Commander, only if such an interview does not interfere with the response effort.
- Response personnel will not comment on the incident without the consent of the Incident Commander. Inquiries should be directed to the designated PIO, with approval of the Incident Commander and the department of jurisdiction.

4.7 Access Functional Needs Populations

Provision of ESF-15 activities will take into account populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance. The Centers for Disease Control (CDC) dispensing planning form workshop includes considerations for PIOs communicating with access and functional needs and vulnerable populations (Jones-Wormley & Rafiat, 2017).

4.8 Coordination with Other ESFs

The following ESFs support ESF-15 activities:

- All ESFs. All functions will provide situation status updates and subject matter expertise to inform development of public messaging.

5 Direction and Control

5.1 Executive Actions

The Emergency Manager is responsible for emergency preparedness and education, as well as emergency information activities, as a part of the County's Emergency Management Program. However, in emergency situations posing an immediate threat to life, any public official in the County serving as Incident Commander or any other authorized public official may issue emergency public information. Such officials shall notify the County EMD as soon as possible to facilitate further notifications and actions, as required.

5.2 Coordination

Overall coordination of the emergency public information process will be exercised from the EOC via the JIC, when activated. All County departments and agencies shall coordinate with the assigned PIO working at the County EOC in releasing information to the public, unless directed otherwise by the BOC.

6 ESF Annex Development and Maintenance

The County EMD will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Appendices

- **Appendix A:** ESF-15 Resources
- **Appendix B:** ESF-15 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-15 Representative Checklist
- **Appendix D:** Emergency Management Public Information Officer Checklist
- **Appendix E:** Potential Joint Information Center Sites
- **Appendix F:** References

Appendix A: ESF-15 Resources

The following resources provide additional information regarding ESF-15 public information issues at the local, state, and federal level:

Local

- None at this time

State

- Oregon Comprehensive Emergency Management Plan: ESF-15: Public Information. Oregon EMD. Current version 2016 (Oregon Office of Emergency Management, 2016).
- Oregon Comprehensive Emergency Management Plan: ESF-2: Communications. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- Emergency Support Function #2 – Communications Annex. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- Emergency Support Function #5 – Information and Planning Annex. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- Emergency Support Function #15 – External Affairs Annex. FEMA. Current version 2016 (Federal Emergency Management Agency, 2016).
- Integrated Public Alert & Warning System (IPAWS). FEMA.
<https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system>
- The CDC provides a dispensing planning form and readiness review with steps for protecting and providing accessible information to access and functional needs populations. Current version 2017 (Jones-Wormley & Rafiat, 2017).

Appendix B: ESF-15 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 15: Public Information. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-15 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-15 activities.
- ☐ Participate in ESF-15 trainings and exercises as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-15 annex with supporting agencies.
- ☐ Participate in required trainings and exercises to develop the skill sets required to effectively serve as the jurisdiction's Public Information Officer (PIO).
- ☐ Coordinate and operate a Joint Information Center (JIC) to support the coordination of public messaging among multiple response partners.
- ☐ Maintain a media contact roster.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-15 activities.
- ☐ Maintain operational capacity of the County EOC to support public information activities.
- ☐ Develop pre-scripted warning messages for known hazards.
- ☐ Develop methods for distribution of materials to the public, including materials for non-English-speaking groups.

Incorporated Cities

- ☐ Disseminate emergency preparedness information to their citizens. Other cities should work with the County EMD Program in public education efforts.

Information Appendix B

Fire Protection Districts/Departments

☐ Supply trained PIOs to County EMD if requested to assist in the distribution of emergency preparedness information as part of their department's fire safety training presentations or public safety exhibits.

Support Agencies/Organizations

☐ Local media will work with County EMD personnel to provide emergency preparedness messages to the public (e.g., a series of newspaper articles or public service announcements by the broadcast media).

☐ Polk County Amateur Radio Emergency Service will distribute emergency preparedness information as provided by County EMD to the public as part of their community education efforts at fairs and public exhibits.

☐ School Districts will work with the County EMD to periodically distribute emergency preparedness information to the school districts throughout the school year so that students may receive literature to take home to their parents.

☐ The American Red Cross's local chapter maintains a supply of Federal Emergency Management Agency emergency preparedness information for distribution to the public. Volunteers are used to make public presentations to civic and church groups on emergency preparedness planning and techniques at the family and individual level. County EMD should continue to work closely with the American Red Cross to coordinate the limited resources available to meet the need for community education in emergency preparedness.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-15 include the following:

All Tasked Agencies

☐ Provide situational updates to the County EOC, as required, to maintain situational awareness and foster a common operating picture.

☐ Provide a representative to the County EOC, when requested, to support ESF-15 activities.

Polk County Emergency Management Department

☐ Provide a qualified PIO to support the EOC.

☐ Coordinate the overall emergency public information efforts of the County.

☐ Develop accurate and complete information about the incident for both internal and external consumption.

☐ Serve as the official County representative in the JIC.

☐ In cooperation with Polk County EMD, coordinate with broadcasters to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.

Information Appendix B

- ☐ Authenticate sources of information, verify them for accuracy, and obtain authorization before issuing news releases.
- ☐ Provide authorized news releases to the media.
- ☐ Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
- ☐ Take action to control rumors.
- ☐ Brief potential Incident Commanders, department heads and key staff, and EOC staff on basic public information needs, working with the media, and media access during emergency operations.
- ☐ Compile printed, video, and photographic documentation of the emergency.
- ☐ Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
- ☐ Manage the release of emergency public information and warnings.
- ☐ Clear with appropriate authorities and disseminate accurate and timely information.
- ☐ Establish a Public Information Branch in the County EOC if needed.
- ☐ Establish and facilitate operations of a JIC, as appropriate.
- ☐ Ensure that the "Warning" Annex is used for emergency warning information, as appropriate.
- ☐ Appoint a PIO for the duration of the incident. *See Appendix D for the specific duties of the PIO.*

Incorporated Cities

- ☐ Coordinate emergency response information with County EMD PIO once the EOC is activated. Requests for PIO staffing assistance at the County EOC may be made to any jurisdictions not impacted by the disaster. Participation in a JIC may be requested in an effort to better coordinate the release of emergency public information.

Fire Protection Districts/Departments

- ☐ Determine departmental needs and priorities, then contact the County EMD PIO to indicate availability.

Support Agencies/Organizations

- ☐ The American Red Cross will have primary responsibility for coordinating and disseminating information on disaster survivors and people utilizing emergency shelters.

Joint Information Center

- ☐ If there is a major event involving several jurisdictions in or adjacent to Polk County, it is likely that a JIC will be established to provide a coordinated method for

Information Appendix B

releasing emergency public information, i.e., serving as a clearinghouse. The decision to establish a media center will be made by the County Emergency Manager in collaboration with the responsible officials of the other involved jurisdictions.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-15 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate with other involved units of government and ensure that the public is informed of recovery operations in progress through the news media.
- ☐ Conduct an after action debriefing/evaluation on the effectiveness of the emergency public information function throughout the County.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-15 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Polk County Emergency Management Department

- ☐ Conduct public education programs as an ongoing activity.

Appendix C: ESF-15 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Information Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Appendix D: Emergency Management Public Information Officer Checklist

The following actions will be conducted when an incident occurs that significantly involves County residents or requires the EOC to be opened:

- ☐ PIO appointed by the County Emergency Manager/Incident Commander. This PIO should be selected from the most involved agency, e.g., Law Enforcement, Fire Service, Public Works, or BOC. The position's title will be "Emergency Management PIO."
- ☐ EAS activated with disaster notifications and public safety information. The EAS will be used to disseminate area-wide information prior to the use of news releases.
- ☐ Assistant and relief PIOs identified and scheduled by PIO if needed for a longer-duration incident. Staffing for administrative support and workspace obtained. Logistics can assume these responsibilities, if requested.
- ☐ Information for other EOCs and 9-1-1 centers sent via Communications Officer.
- ☐ Media liaison appointed to work at the JIC with other jurisdictions (Polk County, Dallas, Salem), if established. (See Appendix E for potential sites and requirements.)
- ☐ News releases developed using standard emergency management format, available in Emergency Managers computer network. (Computer support staff can assist). The following actions should be taken in preparing a news release:
 - ☐ Current information obtained from Operations and Planning Chiefs
 - ☐ Other local EOCs coordinated with to ensure accuracy of releases
 - ☐ Rumor control issues addressed
 - ☐ Sources of information authenticated and verified for accuracy, before releasing
 - ☐ Information objective achieved in a concise but complete form that covers what the public needs and expects to know
 - ☐ Regular times for news releases scheduled in cooperation with media deadlines
 - ☐ Incident Commander approval and signature obtained before releasing
- ☐ Decision made whether a public information telephone number ("Help Line") should be established; if so, Logistics requested to establish and staff the line (consider use of volunteer or nonprofit organizations), and the number publicized.
- ☐ Logistics requested to provide the public with self-help/survival information through media and distribution points for hard copy.
- ☐ Staff assigned to monitor media for rumor control; incorrect or unsubstantiated information immediately counteracted.

Appendix E: Potential Joint Information Center Sites

During a major emergency/disaster, the media center will be the central location to coordinate news releases from various jurisdictions to the media. Each EOC's PIOs will prepare news release content and provide the information to the liaison at the media center for release at scheduled times. Media will use the media center as the primary source of emergency public information on the emergency incident/disaster.

Table 15 – Potential JIC Sites

| Candidate Emergency Media Center Site Assessment | Central location | Adequate space | Adequate parking | Internet connectivity | Cable connectivity | Telephones | Emergency power | Copy machine | Fax machine | Restrooms |
|---|------------------|----------------|------------------|-----------------------|--------------------|------------|-----------------|--------------|-------------|-----------|
| Polk County Fairgrounds | ● | ● | ● | ● | | | ● | ● | ● | ● |
| Western Oregon University | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Dallas High School | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Grand Ronde Tribal Center | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Polk County Court House | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Chemeketa Community College (in a regional incident - would be joined by Marion County) | ● | ● | ● | ● | ● | ● | | ● | ● | ● |

Appendix F: References

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- Federal Emergency Management Agency. (2016). *Emergency support function #2 - Communications annex*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_ESF_2_Communications.pdf
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- Oregon Office of Emergency Management. (2014). *ESF 2 - Communications*. Retrieved from https://www.oregon.gov/oem/Documents/2015_OR_EOP_ESF_02_communications.pdf
- Oregon Office of Emergency Management. (2016). *ESF 14 - Public information*. Retrieved from https://www.oregon.gov/oem/Documents/2015_OR_EOP_ESF_14_public_information.pdf

Polk County Emergency Operations Plan



ESF- 16: Volunteers and Donations

Prepared by:



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Volunteers and Donations

| ESF-16 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Family and Community Outreach |
| Supporting County Agencies | Emergency Management Department Sheriff's Office |
| Community Partners | American Red Cross Salvation Army Faith-Based Organizations Community Organizations Active in Disaster |
| Primary Oregon State Agencies | Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 16 describes how the County will coordinate with community and faith-based organizations to:

- Effectively coordinate the activities/management of pre-identified and established affiliated volunteers and solicited donations.
- Coordinate with community and faith-based groups to manage spontaneous and/or unaffiliated volunteers, as well as unsolicited donations (physical and monetary).

1.2 Scope

The following activities are within the scope of ESF-16:

- Coordinate the disaster response activities of volunteers affiliated with County recognized community and faith-based groups.
- Coordinate and/or provide guidance on the management and/or utilization of solicited donations (physical and monetary) received by County recognized community and faith-based groups.
- Manage spontaneous/unaffiliated volunteers and unsolicited donations and refer those resources to appropriate County-recognized community and faith-based groups.
- Provide guidance to community and faith-based groups engaged in the management of spontaneous/unaffiliated volunteers and/or unsolicited donations as requested.

This annex does not supersede the plans, policies, or procedures of voluntary organizations, nor does it affect donations or voluntary assistance offered directly to volunteer agency partners. This annex also does not address organized volunteer resources that have been pre-vetted to support a specific function. Those resources will be addressed by the appropriate ESF. For example, coordination of Medical Reserve Corps volunteers will be the responsibility of ESF-8: Health and Medical. Business and industry (private sector) support of response and recovery operations is addressed in ESF-14: Business and Industry. Identification of unmet needs and

Volunteers and Donations

bulk distribution of emergency supplies is addressed in ESF-6: Mass Care, Food, and Water.

2 Situation and Assumptions

2.1 Situation

The County is faced with a number of hazards that may require coordination of spontaneous volunteers and unsolicited donations to support response and recovery activities. The County is also supported by numerous community and faith-based partners who are able to help facilitate volunteer support and donations management to address unmet needs. The following considerations should be taken into account when planning for the coordination and management of volunteers and donations:

- During large-scale incidents, a surge of spontaneous/unaffiliated volunteers and/or unsolicited donations may jam distribution channels, overwhelm County government and volunteer agencies, and hamper County response operations.
- Despite good intentions, spontaneous/unaffiliated volunteers and unsolicited donations during a disaster are often underutilized and may even become problematic for established response agencies.
- The lack of an organized system to manage physical donations (i.e., receiving, sorting, prioritizing, and distributing) has the potential to severely reduce the effectiveness of County response operations.
- Careful planning reduces problems associated with spontaneous, unaffiliated volunteers.
- The timely release of information to the public regarding needs and collection points is essential to the management of donated goods and services.
- Coordinating the efforts of multiple volunteer agencies is necessary to avoid duplication of effort and redundancy in the provision of services.

2.2 Assumptions

ESF-16 is based on the following planning assumptions:

- The arrival of spontaneous/unaffiliated volunteers is expected.
- Donations of unsolicited, non-useful, and unwanted goods is expected.
- Municipalities residing within the County are responsible for coordinating response activities within their own jurisdictional boundaries, including the management of volunteers and donations.
- Community and faith-based organizations are experienced in managing volunteers and donations and have the capacity to receive, process, and deliver goods and services to the affected population; therefore, the County will look to those organizations to implement their existing plans, policies, and procedures.
- The County is working to develop a robust network of community and faith-based organizations and recognizes those agencies based on their membership in a local Volunteer Organizations Active in Disasters (VOAD). Non-VOAD community and faith-based groups may be utilized during a disaster at the discretion of the County EMD and VOAD leadership.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-16 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-16 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

- In accordance with the Basic Plan and this ESF Annex, the Polk County Emergency Management Department (EMD) is responsible for coordinating ESF-16 activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with volunteer and donations management will first be issued in accordance with established mutual aid agreements; once those resources have been exhausted, a request may be forwarded to the State Emergency Coordination Center.
- The County Emergency Operations Center (EOC) will provide guidance for the coordination of volunteer and donations management resources.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of

Volunteers and Donations

EOC Incident Commander. The EOC Incident Commander will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agencies listed in this ESF. The primary County agencies will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Departmental Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate ESF-16 activities.

4.3 Emergency Operations Center Operations

When ESF-16 activities are staffed in the EOC, the EOC Incident Commander will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to public information.
- Share situation status updates related to public information to inform development of the Situation Report.
- Participate in, and provide ESF-16 reports for, EOC briefings.
- Assist in development and communication of ESF-16 actions to tasked agencies.
- Monitor ongoing ESF-16 actions.
- Share ESF-16 information with the Public Information Officer (PIO) to ensure consistent public messaging.
- Coordinate ESF-16 staffing to ensure that the function can be staffed across operational periods.

4.4 Access Functional Needs Populations

Provision of ESF-16 activities will take into account populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.5 Coordination with Other ESFs

The following ESFs support ESF-16 activities:

- **ESF-1: Transportation** - Coordinate transportation of donated goods and volunteers to impacted areas.
- **ESF-6: Mass Care, Food, and Water** - Identify unmet community needs and coordinate distribution of goods and services to impacted populations. Coordinate donations of food and water supplies.
- **ESF-7: Resource Support** - Identify resource needs and coordinate with ESF-15 to address them.
- **ESF-8: Health and Medical** - Coordinate healthcare volunteer (e.g., Medical Reserve Corps) support.
- **ESF-15: Public Information** - Inform the public how to effectively support response and recovery through volunteering and donations.

5 ESF Annex Development and Maintenance

The Polk County EMD will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-16 Resources
- **Appendix B:** ESF-16 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-16 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-16 Resources

The following resources provide additional information regarding ESF-16 volunteer and donation issues at the local, state, and federal level:

Local

- None at this time

State

- Oregon Comprehensive Emergency Management Plan: ESF-16: Volunteers and Donations. Oregon EMD. Current version 2017 (Oregon Office of Emergency Management, 2017).

Federal

- Volunteer and Donations Management Support Annex. FEMA. Current version (Federal Emergency Management Agency, 2013).
- Local Donations and Volunteer Management Guidebook. HSEM. Current version 2015 (Homeland Security and Emergency Management, 2015).

Appendix B: ESF-16 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 16: Volunteers and Donations. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-16 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-16 activities.
- ☐ Participate in ESF-16 trainings and exercises as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate an annual review and update of the ESF-16 annex with supporting agencies.
- ☐ Facilitate collaborative planning to ensure the County's capability to support ESF-16 activities.
- ☐ Develop and maintain a Volunteers and Donations Plan for the County that includes procedures for addressing:
 - ☐ Spontaneous/unaffiliated volunteers
 - ☐ Unsolicited donations (physical and monetary)
 - ☐ Coordination with community and faith-based partners
- ☐ Maintain operational capacity of the County EOC to support volunteers and donations activities.
- ☐ Ensure that staff are identified and adequately trained to fulfill the finance function in the County EOC, include tracking of volunteers and donations.
- ☐ Coordinate with citizen emergency preparedness organizations (e.g., Community Emergency Response Team, Citizen Corps) to recruit, train, and equip numerous disaster relief volunteers.

Polk County Finance Department

- ☐ Establish financial protocols to manage monetary donations.

Polk County Family and Community Outreach

- ☐ Establish protocols for credentialing and tracking volunteers.

Donations Appendix B

Polk County Attorney

- ☐ Provide advice regarding the legal implications and liability issues arising from volunteer and donations management.

Community and Faith-Based Organizations

- ☐ Maintain an inventory of available volunteer resources to support response and recovery activities.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-16 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC, as required, to maintain situational awareness and foster a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-16 activities.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs.
- ☐ Establish a Volunteers and Donations Branch in the County EOC if needed.
- ☐ Designate a Volunteer Manager to establish a volunteer reception center/facility to receive, register, and refer for all volunteers.
- ☐ Designate a Donations Manager to establish donations reception points/staging areas, as needed.
- ☐ Coordinate with community and faith-based partners to facilitate the matching of volunteers with unmet needs and distributing donated relief supplies.
- ☐ Track the use of volunteers and donated resources through the EOC Finance Section.
- ☐ Communicate information to the public about how to volunteer and/or donate through the PIO.
- ☐ Request support for volunteers and donations activities through the State Emergency Coordination Center.

Finance Department

- ☐ Manage the receipt of unsolicited and/or undesignated monetary donations in accordance with county, state, and federal statute.

Community and Faith-Based Organizations

- ☐ Assist with the delivery of food, shelter, fuel, clothing, transportation, financial assistance, victim registration and inquiry, and other essential services

Recovery

Donations Appendix B

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-16 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Polk County Emergency Management Department

- ☐ Coordinate the demobilization of the volunteer reception center.
- ☐ Coordinate the demobilization of any donation reception points/staging areas, etc.
- ☐ Compile and keep all documentation collected relating to the management of spontaneous volunteers and unsolicited donations.
- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.

Community and Faith-Based Organizations

- ☐ Distribute surplus items through existing charitable networks.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-16 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.
- ☐ Conduct public information campaigns and continuously remind and encourage citizens to:
 - ☐ Join recognized community and faith-based organizations of disaster volunteers before a disaster strikes.
 - ☐ Contribute financial/monetary donations rather than physical donations unless otherwise requested.
 - ☐ Give charitable donations directly to disaster relief organizations rather than to the County.

Appendix C: ESF-16 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Donations Appendix C

Keys to Success Checklist

INFORMATION MANAGEMENT

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for ESF Leads and agency representatives includes the following:

- ☐ Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture
- ☐ Serve as a conduit of information to and from agencies
- ☐ Supply accurate, appropriate, and up-to-date information to the Situation Report

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for ESF Leads and agency representatives includes the following:

- ☐ Coordinate the contribution of resources from an agency to the response and recovery
- ☐ Request resources from other sources and agencies
- ☐ Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request.

Appendix D: References

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Polk County Emergency Operations Plan



ESF- 17: Cyber and Infrastructure Security

Prepared by:



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| ESF-17 Tasked Agencies | |
|--------------------------------------|---|
| Primary County Agencies | Information Services Department |
| Supporting County Agencies | Emergency Management Department |
| Community Partners | Local fire districts Local law enforcement districts |
| Primary Oregon State Agencies | Department of Administrative Services |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 17 describes how the County will coordinate response to a cyber or an infrastructure technological security breach. These events can result from an organized cyberattack, such as an uncontrolled exploit such as a virus or worm, or a natural hazard resulting in significant cybersecurity consequences (i.e., a power outage shuts down access and visibility to critical information systems), or other incidents capable of causing a technological security risk to critical information, infrastructure, or assets.

1.2 Scope

The following activities are within the scope of ESF-17:

- Coordinate the actions necessary to carry out functions related to providing response to security and infrastructure technological security incidents
- Identify roles and responsibilities for security and infrastructure technological security response at the County level and partner agencies and organizations at the State and local level.
- Identify key activities for preparing for, responding to, and recovering from a security and infrastructure technological security incident.

The Oregon Department of Administrative Services (DAS) is the primary state agency responsible for coordinating support for response to security and infrastructure technological security incidents at the State level. DAS's responsibilities include (Oregon Department of Administrative Services, n.d.):

- Conducting situational and periodic readiness assessments and providing warning of potential threats
- Planning for short- and long-term incident management and recovery operations
- Coordinate with the US Computer Emergency Response Team (US-CERT) and the Multi-State Information Sharing and Analysis Center (MS-ISAC)
- Provide technical assistance

A full list of the primary State agency's responsibilities will be included in ESF-17: Cyber and Infrastructure Security, included in the 2021 Oregon Comprehensive Emergency Management Plan Update (Oregon Office of Emergency Management, n.d.).

2 Situation and Assumptions

2.1 Situation

Cyber and infrastructure security incidents can occur at any time with little to no warning and can rapidly overwhelm public and private sector resources. These incidents can also cause cascading effects that threaten life, public safety, property and critical infrastructure, the economy, and/or the ability to deliver essential services. The response to security and infrastructure technological security incidents must take into consideration existing challenges to managing these incidents and the various cascading effects of security and infrastructure technological security incidents. The potential consequences of natural or other human-caused disasters on security and infrastructure technological security also need to be considered. Key considerations when planning for and implementing ESF-17 activities include:

- **Availability and Security of Communications** – A security and infrastructure technological security incident may interfere with emergency communications channels required for coordinating response and recovery efforts. Flexible, secure, and reliable communication systems are needed to enable agencies to coordinate efforts if routine communications channels are inoperable. Outside of disaster response, security and infrastructure technological security incidents threaten the electronic infrastructure that supports critical utilities, financial services, medical care, public safety, communication, and transportation. The consequences of a security and infrastructure technological security incident could cause significant social disruptions and economic losses.
- **Availability of Expertise and Surge Capacity** – It is important to account for available expertise and the ability to surge additional personnel and capabilities. Any limitations in these factors can impact the County's ability to respond to security and infrastructure technological security incidents. The County needs to plan for appropriate levels of expertise and the ability to surge technical capabilities in response to incidents that may continue over a long period of time. Supporting agencies and partners at the State and local level need to be identified, and relationships with these partners need to be established. These factors also must be part of County exercises and maintenance to ensure seamless implementation in an actual event.
- **Rapid Response** – Rapid threat identification, information exchange, investigation, response, and remediation are critical for managing the response to a security and infrastructure technological security incident.
- **Coordinated Multidisciplinary Response** – Cyber and infrastructure security incidents may require coordinated multiagency and multidisciplinary responses to address primary and cascading impacts on critical infrastructure, public safety, communications, and secure data. Disciplines that should be involved can include fire departments, emergency medical services, county emergency management, law enforcement, utility providers, and others as needed.
- **Coordinating with the Private Sector** – Planning area critical information technology and security and infrastructure technological resources can be owned and operated by private sector companies. An effective response to a security and infrastructure technological security incident requires cooperation and coordination between the County and these private sector businesses. Cyber and infrastructure security incidents affecting private resources may affect County

Infrastructure Security

departments and operations. Private sector companies may also serve as a technical resource in responding to security and infrastructure technological security incidents.

- **Evolution of Cyber and Infrastructure Security** – Threats to security and infrastructure technological security are constantly evolving. To effectively prevent and respond to security and infrastructure technological security incidents, situational awareness needs to be maintained, and County personnel need to be trained to recognize, prevent, and report potential security and infrastructure technological security attacks.

2.2 Assumptions

ESF-17 is based on the following planning assumptions:

- Cyber and infrastructure security incidents alone, or in combination with other events, present new and evolving challenges to Polk County.
- An organized security and infrastructure technological security attack, an uncontrolled exploit such as a virus or a worm, or a natural, man-made or technological hazard could affect the County's networks, data, and/or communications, disrupting County operations.
- Large-scale security and infrastructure technological security incidents may overwhelm government and private sector resources by disrupting the Internet, internal networks, or critical infrastructure information systems.
- Managing security and infrastructure technological security incidents requires proactive steps to identify and address potential threats, including conducting risk awareness training for County employees and developing contingency plans to protect critical infrastructure.
- No single agency tasked under ESF-17 will have the necessary resources or authority to carry out all response and recovery activities following a security and infrastructure technological security incident.
- A security and infrastructure technological security incident may occur at any time of day with little or no warning and may involve single or multiple jurisdictions.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-17 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as “tasked agencies” based on one or more of the following criteria: the organization’s self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity’s jurisdictional authority.

See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All security and infrastructure technological security related activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017). In accordance with the Basic Plan and this ESF Annex, the primary agency is responsible for coordinating security and infrastructure technological security activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.

Notification of a security and infrastructure technological security incident will be initiated by the Polk County IS Department as the primary agency. Upon notification, an incident level will be determined by the County IS Department in coordination with the Polk County Emergency Management Department (EMD). Following the initial notification:

- The County IS Department will establish the known facts and assumptions concerning the security and infrastructure technological security incident. This may require establishing a liaison with the Oregon DAS for larger incidents and/or with private sector entities involved in restoration of services following a security and infrastructure technological security incident.
- Following establishment of initial facts concerning the incident, the County IS Department, in coordination with the EMD, will determine an incident level and request support from and/or provide recommendations to impacted County agencies. Not all security and infrastructure technological security incidents will require activating the County Emergency Operations Center (EOC).
- The County IS Department and supporting agencies will cooperatively maintain situational awareness of the ongoing effects of the incident and identify emerging issues that require response or consequence management.
- The County IS Department will coordinate information sharing between supporting agencies tasked under ESF-17 and, through the Emergency Manager in the EOC, between other County agencies and community partners.
- In coordination with impacted agencies, the County IS Department will prioritize and complete actions for the restoration of secure computer and network services and recovery of data during response and recovery operations.

Infrastructure Security

- Requests for assistance with security and infrastructure technological security response activities will be issued in accordance with established mutual aid agreements or contracts first. Once those resources have been exhausted, a request can be forwarded to the State Emergency Coordination Center.
- The County EOC, if activated, will provide guidance for coordinating response resources.
- During a significant incident, the County IS Department may report incident information to external partners. Reports will contain appropriate classification based on the type of incident and systems and data affected. Recipients shall agree to handle materials provided by the County in accordance with the level of classification.
 - Departments determine their own classifications and maintaining and following their reporting procedures.

4.2 Emergency Operations Center Activation

When a disaster occurs, the County Emergency Manager may, based on the size and complexity of the incident, activate the County EOC and assume the role of EOC Incident Commander (IC). The EOC IC will establish communication with leadership and gather situational information to determine an EOC staffing plan and set up operational periods.

Notification will be made to the primary County agency listed in this ESF. The primary County agency will coordinate with supporting County agencies to assess and report current capabilities to the EOC and activate Department Operations Centers as appropriate. Primary and supporting County agencies may be requested to send a representative to staff the EOC and facilitate security and infrastructure technological security activities.

4.3 Emergency Operations Center Operations

When security and infrastructure technological security activities are staffed in the EOC, a County IS Department representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners
- Provide a primary entry point for situational information related to security and infrastructure technological security incidents
- Share situation status updates related to security and infrastructure technological security incidents to inform development of the Situation Report
- Participate in developing and provide security and infrastructure technological security reports for EOC briefings
- Assist in development and communication of response and recovery actions to tasked agencies
- Monitor ongoing response and recovery actions
- Share security and infrastructure technological security incident information with the County Administrator to ensure consistent public messaging
- Coordinate security and infrastructure technological security incident staffing to ensure that the function can be staffed across operational periods

Polk County personnel do not have formal training or advanced technology to respond to high-level attacks. Contracts with critical infrastructure and cybersecurity companies would be activated through the County IS if necessary.

4.4 Access and Functional Needs Populations

Response and recovery activities related to security and infrastructure technological security incidents will consider populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.5 Coordination with Other ESFs

The following ESFs may support response and recovery activities:

- **ESF-2: Communications** – Provide flexible, reliable, and secure communications platforms
- **ESF-5: Information and Planning** – Provide support in developing and maintaining situational awareness and record keeping
- **ESF-7: Resource Support** – Establish procedures for employing temporary personnel for disaster operations
- **ESF-13: Law Enforcement** – Provide resources to support criminal investigation of organized security and infrastructure technological security attacks
- **ESF-14: Business and Industry** – Coordinate with business and industry partners to facilitate private-sector support to response and recovery operations
- **ESF-15: Public Information** – Prepare emergency information for the public and media representatives

5 ESF Annex Development and Maintenance

The Polk County IS Department in coordination with the County EMD will be responsible for conducting an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures to address their assigned tasks.

6 Appendices

- **Appendix A:** ESF-17 Resources
- **Appendix B:** ESF-17 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-17 ESF Representative Basic Checklist
- **Appendix D:** References

Appendix A

Appendix A: ESF-17 Resources

The following resources provide additional information regarding ESF-17, security and infrastructure technological security issues at the local, state, and federal level:

Local

- Local Mutual Aid/Resource Sharing Agreements
- Contracts with private communications/security and infrastructure technological security service providers

State

- Incident Annex 10: Cyber Security. EMD. Current version 2015 (Oregon Office of Emergency Management, 2015).
- Oregon State Infrastructure Protection Plan (OSIPP). State of Oregon. Current version 2017 (State of Oregon , 2017).
- Security General Guidance. DAS. (Oregon Department of Administrative Services, n.d.).
- 2019 statewide information and cyber security standards. CIO and ESO. Current version 2019 (Oregon Chief Information Officer & Oregon Enterprise Security Office, 2019).

Federal

- Cybersecurity Resources. CISA. (Cybersecurity and Infrastructure Security Agency, n.d.).
- Critical Infrastructure Vulnerability Assessments. CISA. (Cybersecurity and Infrastructure Security Agency, n.d.).
- Cybersecurity Framework. NIST. Current version 2018 (National Institute of Standards and Technology, 2018).
- National Infrastructure Protection Plan. DHS. Current version 2013 (Department of Homeland Security, 2013).
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- Cyber Crime Resources. FBI. (Federal Bureau of Investigation, 2021).
- Multi-State Information Sharing & Analysis Center (MS-ISAC). CIS. Current page update 2021 (Center for Internet Security, 2021).
- Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC). CIS. Current page update 2021 (Center for Internet Security, 2021)

Appendix B: ESF-17 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for ESF-17: Cyber and Infrastructure Security. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the security and infrastructure technological security functions. All tasked agencies should maintain agency-specific plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place **before** an emergency occurs and include plans or preparations to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF-17 include:

All Tasked Agencies

- ☐ Develop operational plans, standard operating procedures, checklists, and other job aids for ESF-17 activities
- ☐ Participate in ESF-17 trainings exercises as appropriate and available from the County and State.
- ☐ Maintain trained personnel to support security and infrastructure technological security incident response and recovery and maintain personnel lists and contact information
- ☐ Conduct situational assessments of emerging security and infrastructure technological security threats and internal vulnerabilities
- ☐ Collaborate with community partners and outside agencies to maintain awareness of security and infrastructure technological security threats
- ☐ Prioritize and complete measures to reduce the risk of a security and infrastructure technological security incident
- ☐ Identify additional resources or capabilities required to protect against or respond to new or emerging security and infrastructure technological security threats or improve the ability to address existing threats
- ☐ Ensure procedures and resources are in place to detect security and infrastructure technological security threats
- ☐ Ensure procedures are in place to quickly notify and communicate with primary and secondary points of contact for each supporting agency and any other personnel who may support ESF-17
- ☐ Provide technical assistance to other County agencies in preparing for security and infrastructure technological security incidents

Appendix B

- ☐ Share warning signs and reported of potential threats

Polk County IS Department

- ☐ Coordinate an annual review and update of the ESF-17 annex with supporting agencies
- ☐ Facilitate collaborative planning with the EMD to ensure the County's capability to support ESF-17 activities
- ☐ Develop and maintain a Cyber and Infrastructure Security Response Plan for the County

Polk County Emergency Management Department

- ☐ Maintain operational capacity of the County Emergency Operations Center (EOC) to support a security and infrastructure technological security response capability
- ☐ Ensure that staff are identified and adequately trained to fulfill the security and infrastructure technological security function in the County EOC

Response

Response activities take place **during** an emergency and include actions taken to save lives and prevent further property damage or loss in an emergency. Response roles and responsibilities for ESF-17 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC as required to maintain situational awareness and establish a common operating picture
- ☐ Participate in incident response and recovery planning
- ☐ Provide representatives to the County EOC, when requested, to support ESF-17 activities, sufficient to cover an extended EOC activation
- ☐ Provide response support for security and infrastructure technological security incidents and identify immediate corrective actions to contain damage, minimize further risk, and preserve evidence

Polk County IS Department

- ☐ Notify and request assistance from supporting agencies
- ☐ Request support through local mutual aid agreements, contracts, or the State EOC
- ☐ Manage mission assignments in coordination with supporting agencies
- ☐ Ensure financial and resource accountability for ESF-17 activities

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to identify unmet needs
- ☐ Establish a Cyber and Infrastructure Security Branch in the County EOC if needed

Appendix B

- ☐ Track the use of resources for security and infrastructure technological security incident response through the EOC Finance Section

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or an even safer situation following an emergency. Recovery roles and responsibilities for ESF-17 include:

All Tasked Agencies

- ☐ Demobilize response activities
- ☐ Maintain incident documentation to support public and individual assistance processes
- ☐ Restore any capabilities or data lost as the result of a security and infrastructure technological security incident
- ☐ Coordinate replacement and restoration of damaged or destroyed equipment/technology and infrastructure

Polk County IS Department

- ☐ Compile and keep all documentation collected relating to the management of security and infrastructure technological security response operations

Polk County Emergency Management Department

- ☐ Coordinate all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-17 include:

All Tasked Agencies

- ☐ Participate in the hazard/vulnerability identification and analysis process
- ☐ Take steps toward correcting deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate
- ☐ Participate in continuous personnel training on security and infrastructure technological security
- ☐ Maintain awareness of the locations of sensitive data and protection strategies, including encryption and monitoring

Appendix C: ESF-17 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Appendix C

Keys to Success

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture<input type="checkbox"/> Serve as a conduit of information to and from agencies<input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery<input type="checkbox"/> Request resources from other sources and agencies<input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

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Appendix D: References

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<https://olis.leg.state.or.us/liz/2017R1/Downloads/CommitteeMeetingDocument/126813>

Polk County Emergency Operations Plan



ESF-18: Military Support

Prepared by:



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| ESF-18 Tasked Agencies | |
|-------------------------------|--|
| Primary County Agencies | Sheriff's Office |
| Supporting County Agencies | Emergency Management Department |
| Community Partners | None at this time |
| Primary Oregon State Agencies | Military Department Emergency Management Department |

1 Introduction

1.1 Purpose

Emergency Support Function (ESF) 18 is intended to create awareness regarding the state's coordination of military support to civil authorities in times of emergency.

1.2 Scope

Activities encompassed within the scope of ESF-18 include awareness of Oregon National Guard (Guard) forces and military resources that may be called in to assist civil authorities with the protection of life and property, and to maintain peace, order, and public safety.

2 Situation and Assumptions

2.1 Situation

The County is faced with a number of hazards that may require the Guard to provide support to civil authorities. The following considerations should be taken into account when planning for and implementing ESF-18 activities:

- A significant disaster or emergency event may result in widespread damage to existing civil infrastructure and displace great numbers of people, thus requiring a rapid, self-contained, self-sufficient deployment of skilled personnel and equipment.
- The National Guard is the only U.S. military force that operates across both state and federal responses, leveraging State Active Duty (SAD), Full-Time National Guard Duty (Title 32), and Active Duty (Title 10) personnel (National Guard Association of the United States, 2020). While SAD, Title 32, and Title 10 are different statuses and roles, they provide mutually supporting capability.
- When Army National Guard units are not under federal control, the Governor is the commander-in-chief of the State of Oregon. The Guard is supervised by the Adjutant General of the state, who also serves as the Director or Commanding General of the state military forces.
- The Governor can activate Guard personnel to SAD in response to natural or human-caused disasters or Homeland Defense missions.

2.2 Assumptions

ESF-18 is based on the following planning assumptions:

- Guard assets are available for state missions. It is understood that the federal wartime mission of all Department of Defense assets takes priority over state missions. If the Guard is federalized, it will not be available for state tasking.
- Post-disaster impact/needs assessments are an ongoing process, as needs cannot be fully determined in the initial response phase of a major disaster.

3 Roles and Responsibilities

The County has identified primary and supporting agencies and community partners to ensure that ESF-18 activities are performed in an efficient and effective manner during all phases of the emergency management cycle. This document does not relieve tasked agencies of the responsibility for emergency planning, and agency plans should adequately provide for the capability to implement the actions identified below.

3.1 Primary County Agencies

- Identified lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

3.2 Supporting County Agencies

- Identified County agencies with substantial support roles during major incidents.

3.3 Community Partners

- Identified within this plan as "tasked agencies" based on one or more of the following criteria: the organization's self-defined mission (e.g., disaster relief nonprofit organizations); formalized tasking by governmental agencies (e.g., American Red Cross); or the entity's jurisdictional authority.

Note: See Appendix B for a checklist of responsibilities for tasked agencies by phase of emergency management.

4 Concept of Operations

4.1 General

All ESF-18 activities will be performed in a manner that is consistent with the National Incident Management System and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Federal Emergency Management Agency, 2017).

4.2 Military Support

The Oregon Military Department is the headquarters for the Army and the Air National Guard and supervises all matters pertaining to personnel administration, support, and logistical support of the Guard, State Defense Force, Oregon

Emergency Management Department (EMD), and all state-owned or leased armories, posts, camps, military reservations, and rifle ranges.

Guard units are trained and equipped to aid in providing law enforcement, medical care, traffic control, firefighting support, resource distribution, potable water transportation, and mass feeding of disaster survivors; establishing communications networks with fixed and mobile radios; providing aerial surveillance of a disaster area; and providing limited electric power from portable generators. The Guard may also assist in search and rescue, lifesaving, and air ambulance missions.

In peacetime, the Guard is under the command of the Governor with its active command and administration vested in the Adjutant General. When directed by the Governor through a declaration of a state of emergency, the Guard may be placed in a state of Active Duty status, with the State bearing financial responsibility for the committed forces, including wages, fuel, equipment maintenance, and other expenses.

It is the policy of the Governor and the Adjutant General to mobilize only those Guard resources necessary to respond to the emergency situation.

The Oregon Military Department operates a Joint Operations Center that controls the response activities of all Guard units. The Oregon Military Department maintains a presence in the State Emergency Coordination Center (ECC) whenever the ECC is activated.

Specific emergency management restrictions include the following:

- No state agency or local jurisdiction may employ Guard assets without State ECC approval. The exception to this rule is that area Commanders may render immediate aid to save lives and protect property under circumstances outlined in the ADP 3-28: Defense Support of Civil Authorities (Department of the Army, 2019).
- In general terms, Guard assets may be deployed under the following conditions:
 - The situation is beyond the control of local authorities, and formal assistance has been requested through the declaration process.
 - Requested resources are not available from commercial sources and are deployed to supplement, not replace, local efforts.
 - Assistance is limited to tasks that the Guard can accomplish more effectively or efficiently than another state agency.
- Guard resources specifically requested by state agencies or local jurisdictions will generally be provided on a cost reimbursable basis.

4.3 Coordination with Other ESFs

The following ESFs support ESF-18 activities:

- **ESF-1: Transportation** - Assist in transportation of military personnel to impacted areas.
- **ESF-2: Communications** - Augment communications resources.
- **ESF-3: Public Works** - Assist in damage assessment, debris management, and infrastructure restoration.
- **ESF-10: Hazardous Materials**. Provide support for chemical, biological, radiological, nuclear, and explosive incidents.

- **ESF-13: Law Enforcement** - Support enforcement of animal quarantine measures.

5 ESF Annex Development and Maintenance

The County Emergency Management Department (EMD) will be responsible for coordinating an annual review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- **Appendix A:** ESF-18 Resources
 - Attachment 1: Military Support Overview
- **Appendix B:** ESF-18 Responsibilities by Phase of Emergency Management
- **Appendix C:** ESF-18 Representative Checklist
- **Appendix D:** References

Appendix A: ESF-18 Resources

The following resources provide additional information regarding ESF-18 and military support issues at the local, state, and federal level:

Local

- None at this time

State

- Oregon Comprehensive Emergency Management Plan: ESF-18: Military Support. Oregon EMD. Current version 2014 (Oregon Office of Emergency Management, 2014).

Federal

- Posse Comitatus Act (18 U.S. Code § 1385 - Use of Army and Air Force as posse comitatus, Ammended 1994)
- Federal Emergency Management Agency
 - National Response Framework (Federal Emergency Management Agency, 2019)
 - National Incident Management System (Federal Emergency Management Agency, 2017)

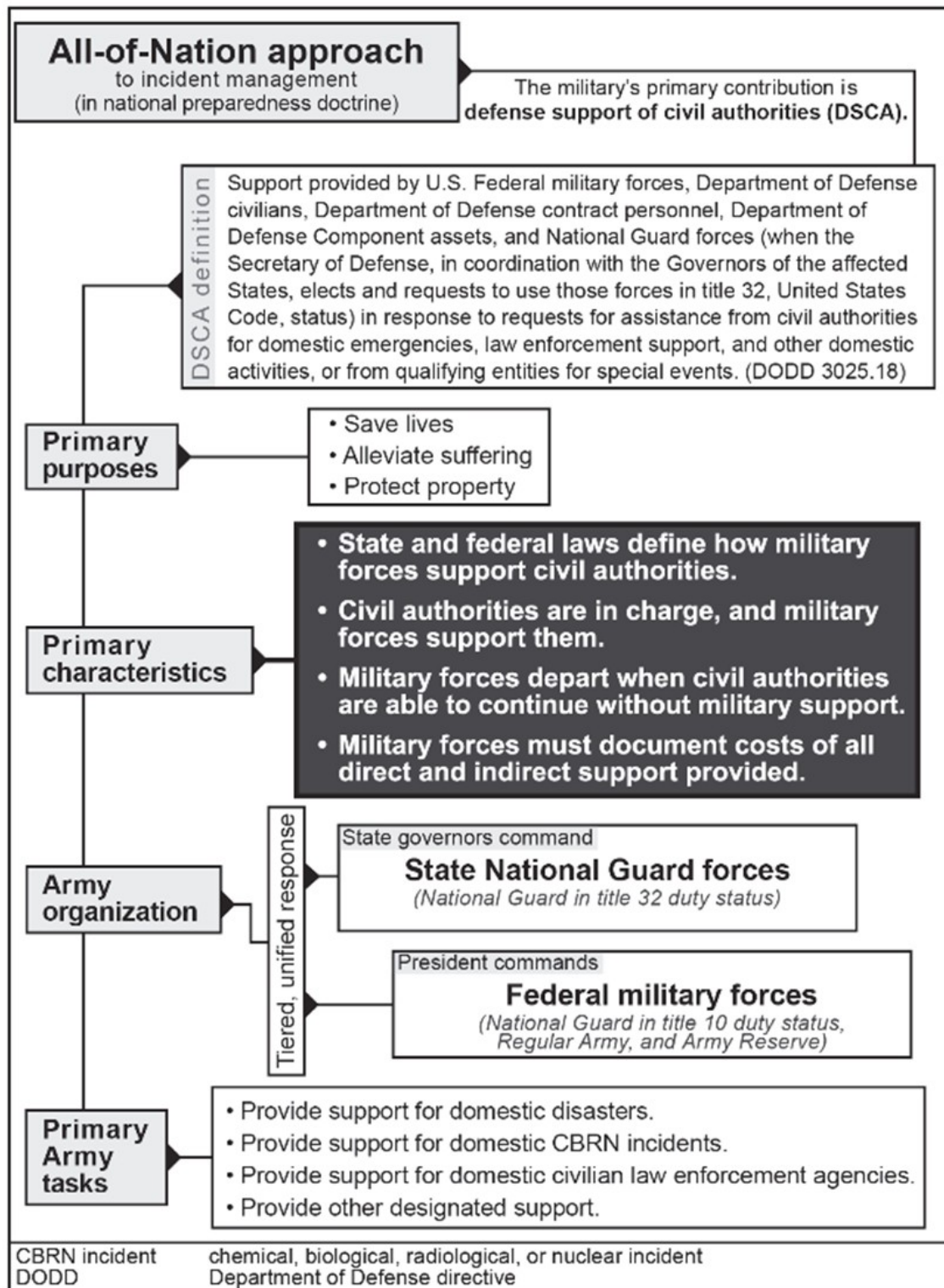
Nonprofit Non-Governmental Organization

- National Emergency Management Association (NEMA):
<https://www.nemaweb.org/>
 - NEMA State Emergency Management Agency Handbook:
<https://www.in.gov/dhs/files/NEMA-EM-Director-Handbook-2019.pdf>

Support Appendix A

Attachment 1: Military Support Overview

Figure 10 – Military Support Overview



Appendix B: ESF-18 Responsibilities by Phase of Emergency Management

The following checklist identifies key roles and responsibilities for Emergency Support Function (ESF) 18: Military Support. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the County's function. All tasked agencies should maintain agency plans and procedures that allow for them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place before an emergency occurs and include plans or preparations to save lives and help response and recovery operations. Preparedness roles and responsibilities for ESF-18 include the following:

All Tasked Agencies

- ☐ Develop operational plans for ESF-18 activities.
- ☐ Participate in ESF-18 trainings and exercises with the Oregon Military Department as available.

Polk County Emergency Management Department

- ☐ Maintain the operational capacity of the County Emergency Operations Center (EOC) to support the integration, direction, and control of the Oregon National Guard during emergency response operations.

Response

Response activities take place during an emergency and include actions taken to save lives and prevent further property damage in an emergency. Response roles and responsibilities for ESF-18 include the following:

All Tasked Agencies

- ☐ Provide situational updates to the County EOC, as required, to maintain situational awareness and foster a common operating picture.
- ☐ Provide a representative to the County EOC, when requested, to support ESF-18 activities.

Polk County Emergency Management Department

- ☐ Coordinate with the EOC Planning Section to determine the operational status and posture of National Guard assets.
- ☐ Establish a Military Support Branch in the County EOC if needed.
- ☐ Request support for military activities through the State Emergency Coordination Center.

Support Appendix B

Oregon Military Department

- ☐ Work in coordination with local emergency management and other local level officials to maintain local level operational control of incident response activities.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for ESF-18 include the following:

All Tasked Agencies

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Participate in all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF-18 include the following:

All Tasked Agencies

- ☐ Participate in the hazard mitigation planning process for the County.
- ☐ Provide agency and incident data to inform development of mitigation projects to reduce hazard vulnerability.

Appendix C: ESF-18 Representative Checklist

| ACTIVATION AND INITIAL ACTIONS | |
|--------------------------------|--|
| <input type="checkbox"/> | Report to the EOC Incident Commander, Section Chief, Branch Coordinator, or another assigned supervisor. |
| <input type="checkbox"/> | Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms |
| <input type="checkbox"/> | Review the EOC organization and staffing chart and understand your role in working with the various branches and sections. |
| <input type="checkbox"/> | Equip your workstation with necessary equipment and supplies and test the functionality of all equipment |
| <input type="checkbox"/> | Obtain situation report(s), Incident Action Plan, and/or briefings from EOC and/or field personnel |
| INITIAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Obtain a briefing from the person you are replacing. |
| <input type="checkbox"/> | Attend meetings and briefings, as appropriate. |
| <input type="checkbox"/> | Establish and maintain your position log with chronological documentation. |
| <input type="checkbox"/> | Follow procedures for transferring responsibilities to replacements. |
| <input type="checkbox"/> | Follow staff accountability and check-in/check-out procedures when temporarily leaving your assigned workstation. |
| FINAL OPERATIONAL PERIODS | |
| <input type="checkbox"/> | Complete and submit all required documentation. |
| <input type="checkbox"/> | Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative. |
| <input type="checkbox"/> | Follow check-out procedures. |
| <input type="checkbox"/> | Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations. |

Support Appendix C

Keys to Success Checklist

| INFORMATION MANAGEMENT |
|--|
| <p>Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.</p> <p>The EOC information management role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filter information for what is accurate, distill that information to what is useful, and transfer it to the appropriate people within the EOC or agency, contributing to a common operating picture <input type="checkbox"/> Serve as a conduit of information to and from agencies <input type="checkbox"/> Supply accurate, appropriate, and up-to-date information to the Situation Report |
| RESOURCE MANAGEMENT |
| <p>Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.</p> <p>The EOC Resource Management support role for ESF Leads and agency representatives includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the contribution of resources from an agency to the response and recovery <input type="checkbox"/> Request resources from other sources and agencies <input type="checkbox"/> Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timelier the information held by the Logistics Section, the more efficiently it will support the request. |

Support Appendix D

Appendix D: References

- 18 U.S. Code § 1385 - Use of Army and Air Force as posse comitatus.* (Ammended 1994). Retrieved from Cornell Law School Legal Information Institute: <https://www.law.cornell.edu/uscode/text/18/1385>
- Department of the Army. (2019). *ADP 3-28 defense support of civil authorities.* Retrieved from https://fas.org/irp/doddir/army/adp3_28.pdf
- Federal Emergency Management Agency. (2017). *National incident management system (3rd ed.).* Retrieved from https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf
- Federal Emergency Management Agency. (2019). *National response framework (4th ed.).* Retrieved from https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf
- National Guard Association of the United States. (2020). *National Gaurd emergency duty status.* Retrieved from https://www.ngaus.org/sites/default/files/2020-03/2020.03.20%20National%20Guard%20Emergency%20Duty%20Status%20Overview.pdf?utm_source=MagnetMail&utm_medium=email&utm_term=jmcintyre@washingtonexaminer.com&utm_content=Release032320&utm_campaign=National%20G
- Oregon Office of Emergency Management. (2014). *ESF 13 - Military support.* Retrieved from https://www.oregon.gov/oem/Documents/2015_OR_EOP_ESF_13_military_support.pdf

Polk County Emergency Operations Plan Incident Annexes (IA)



Polk County Emergency Operations Plan



IA-1: Severe Weather and Landslides

Prepared by:



Severe Weather and Landslide Incident Checklist

| Line ID | Action Items | Supplemental Information |
|---------------------------|---|---|
| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Monitor weather and flood reports. | |
| 3 | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather. | <i>County EOP ESF-3</i> |
| 4 | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides, in coordination with ESF-3: Public Works and ESF-6: Mass Care, Food, and Water. | <i>County EOP ESFs 3 and 6</i> |
| 5 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) in coordination with ESF-1: Transportation and ESF-3: Public Works Leads. | <i>County EOP ESFs 1 and 3</i> |
| 6 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | <i>County EOP ESF-15</i> |
| 7 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 8 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Emergency Operations Center (EOC). | |
| 9 | <input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies. | <i>County EOP ESFs 2, 3, and 7</i> |
| 10 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 11 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 12 | <input type="checkbox"/> Work with the County Planning Division to review and update appropriate infrastructure protection measures in landslide-prone areas and flood zones. | <i>County EOP ESF-3</i> |
| 13 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response. | <i>County EOP ESF-14</i> |

and Landslides

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| 14 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to severe weather and/or landslides. | <i>County EOP ESFs 5 and 14</i> |
| 15 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 16 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 16 a | <input type="checkbox"/> Implement a public outreach program on severe weather and landslide hazards. | |
| 16 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 17 | <input type="checkbox"/> Participate in Polk County volcanic preparedness activities, seeking understanding of interactions with agencies that would participate in a volcano scenario. | |
| 18 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 19 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 19 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 19 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 19 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 20 | <input type="checkbox"/> Activate the EOP when severe weather, and/or landslides incidents pose threats to the County. | |
| 21 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Emergency Manager/Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 22 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 23 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 24 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |

and Landslides

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| 25 | <input type="checkbox"/> Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 26 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 27 | <input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County. | <i>ICS Form 209: Incident Status Summary</i> |
| 28 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. | |
| 29 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 30 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | <i>County EOP ESF-5</i> |
| 31 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters. | |
| 32 | <input type="checkbox"/> Develop work assignments for ICS positions (recurring). | <i>ICS Form 203: Organization Assignment List</i> |
| 33 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| 34 | <input type="checkbox"/> Confirm or establish communications links among local and County EOCs and other agency operations centers. Confirm operable phone numbers and verify functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 35 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>Established emergency contact lists maintained at the EOC</i> |
| 36 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 37 | <input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Local, agency, and facility specific SOPs</i> |
| 38 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 29 | <input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area | |

and Landslides

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| | (recurring). | |
| 30 | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities will be coordinated among ESF-1: Transportation, ESF-3: Public Works, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-15: Public Information. | <i>County EOP ESFs 1, 3, 5, 6, and 15</i> |
| 31 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 32 | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | <i>County EOP ESF-3</i> |
| 33 | <input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction. | <i>County EOP ESF-9</i> |
| 34 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 35 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>County EOP Section 1</i> |
| 36 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 37 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-15</i> |
| 38 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-15</i> |
| 39 | <input type="checkbox"/> Review public information – Incident Commander or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-15</i> |
| 40 | <input type="checkbox"/> Record all EOC and individual personnel activities, recurring. All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 41 | <input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented in the EOC log. | <i>EOC Planning Section job action guide</i> |
| 42 | <input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the EOC Incident Commander staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 43 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications, Form 206: Medical Plan, Safety</i> |

and Landslides

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| | | <i>Message, Incident Map</i> |
| 44 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | <i>Coordinate with private-sector partners and County EOP ESF-14</i> |
| 45 | <input type="checkbox"/> Begin damage assessments in coordination with Polk County Public Works Department and County, tribal, and local government. | <i>County EOP ESF-3</i> |
| 46 | <input type="checkbox"/> Assist with the coordination of Public Works activities such as debris removal from: | <i>County EOP ESF-3</i> |
| 46 a | <input type="checkbox"/> Storm drains | |
| 46 b | <input type="checkbox"/> Bridge viaducts | |
| 46 c | <input type="checkbox"/> Main arterial routes | |
| 46 d | <input type="checkbox"/> Public rights-of-way | |
| 46 e | <input type="checkbox"/> Dams (via established liaisons at the County EOC) | |
| 46 f | <input type="checkbox"/> Other structures, as needed | |
| 47 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 48 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 49 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the EOC Incident Commander and/or the Safety Officer. | <i>County EOP ESF-6</i> |
| 50 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 51 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan</i> |
| 52 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 53 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations | <i>County EOP SA-1</i> |

and Landslides

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| | can be completely restored. | |
| 54 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Continuity of Operations Plans</i> |
| 55 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 56 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 57 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 58 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 59 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 60 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 61 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-2: Flood and Dam Failure

Prepared by:



Flood and Dam Failure

Flood and Dam Failure Incident Checklist

| Line ID | Action Items | Supplemental Information |
|---------------------------|---|---|
| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to flooding and dam failure. | <i>County EOP ESF-3</i> |
| 3 | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to major floods and/or dam failure. This information will supplement ESF-1: Transportation, ESF-3: Public Works, and ESF-6: Mass Care, Food, and Water. | <i>County EOP ESF 1, 3, and 6</i> |
| 4 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) in coordination with ESF-1: Transportation, ESF-3: Public Works, and ESF-6: Mass Care, Food, and Water. | <i>County EOP ESF 1, 3, and 6</i> |
| 5 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | <i>County EOP ESF-15</i> |
| 6 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 7 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the Emergency Operations Center (EOC). | |
| 8 | <input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 3</i> |
| 9 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 10 | <input type="checkbox"/> Implement flood inspection procedures on an annual basis and incorporate improvements to structures while also updating appropriate mitigation plans. | <i>County Hazard Mitigation Plan</i> |
| 11 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response. | <i>County EOP ESF-14</i> |
| 12 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to floods. | <i>County EOP ESFs 5 and 14</i> |
| 13 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |

Flood and Dam Failure

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| 14 | <input type="checkbox"/> Ensure the County EMD contact information is kept current in Mercer Dam Emergency Action Plan. | <i>Emergency Action Plan for Mercer Dam</i> |
| 15 | <input type="checkbox"/> Review results of annual Mercer Dam inspection to identify any changes in risk. | <i>City of Dallas Emergency Action Plan for Mercer Dam</i> |
| 16 | <input type="checkbox"/> Provide information and training on flooding and dam failure response to emergency workers and the public. | <i>County EOP ESF-15</i> |
| 16 a | <input type="checkbox"/> Implement a public outreach program on flooding and dam failure hazards. | |
| 16 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 17 | <input type="checkbox"/> Participate in Polk County flooding and dam failure preparedness activities, seeking understanding of interactions with agencies that would participate in a flooding and/or dam failure scenario. | |
| 18 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 19 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 19 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 19 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 19 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 20 | <input type="checkbox"/> Activate the County EOP when flood and/or dam incidents pose threats. | |
| 21 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 22 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 23 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 24 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |

Flood and Dam Failure

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| 25 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 26 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 27 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 28 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 29 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | <i>County EOP ESF-5 and SOPs</i> |
| 30 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by the primary and possible secondary hazards. | |
| 31 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 32 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 33 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 34 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 35 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 36 | <input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency protocols and standard operating procedures. | <i>Local, agency, and facility SOPs</i> |
| 37 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 38 | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities will be coordinated among ESF-1: Transportation, ESF-3: Public Works, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-15: Public Information. | <i>County EOP ESFs 1, 3, 5, 6, and 15</i> |
| 39 | <input type="checkbox"/> Secure assistance from private contractors/vendors as | <i>County EOP ESF-14</i> |

Flood and Dam Failure

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| | needed. | |
| 40 | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | <i>County EOP ESF-3</i> |
| 41 | <input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction. | <i>County EOP ESF-9</i> |
| 42 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 43 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 44 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 45 | <input type="checkbox"/> Submit requests for disaster/emergency declaration, as applicable. | <i>County EOP Section 1</i> |
| 46 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 47 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | County EOP ESF-15 |
| 48 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | County EOP ESF-15 |
| 49 | <input type="checkbox"/> Review public information – Incident Commander or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | County EOP ESF-15 |
| 50 | <input type="checkbox"/> Record all EOC and individual personnel activities, recurring. All assignments, person(s) responsible, and actions taken should be documented in logbooks. | EOC Planning Section Position Checklist and ICS Form 214: Unit Log |
| 51 | <input type="checkbox"/> Record all incoming and outgoing messages, recurring. All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 52 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 53 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan; Form 206: Medical Plan, Safety</i> |

Flood and Dam Failure

| | | <i>Message, and Incident Map</i> |
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| 54 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 55 | <input type="checkbox"/> Begin damage assessments in coordination with Polk County Public Works Department and County, tribal, and local government. | <i>County EOP ESF-3</i> |
| 56 | <input type="checkbox"/> Assist with the coordination of Public Works activities, such as debris removal from: | <i>County EOP ESF-3</i> |
| 56 a | <input type="checkbox"/> Storm drains | |
| 56 b | <input type="checkbox"/> Bridge viaducts | |
| 56 c | <input type="checkbox"/> Main arterial routes | |
| 56 d | <input type="checkbox"/> Public rights-of-way | |
| 56 e | <input type="checkbox"/> Dams (via established liaisons at the County EOC) | |
| 56 f | <input type="checkbox"/> Other structures, as needed | |
| 57 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 58 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 59 | <input type="checkbox"/> In case of a threatened or actual failure of Mercer Dam, or of a hazard/threat event such as an earthquake or suspected sabotage: | <i>City of Dallas Emergency Action Plan for Mercer Dam</i> |
| 59 a | <input type="checkbox"/> Establish liaison with City of Dallas's Mercer Dam Emergency Action Plan ⁷ Coordinator (City Manager) to monitor dam condition. | |
| 59 b | <input type="checkbox"/> Coordinate with City of Dallas in issuing warnings and assist with evacuating potential inundation area(s). | |
| 59 c | <input type="checkbox"/> Coordinate monitoring of Rickreall Creek highway crossings (bridges) with Dallas Police Department, Polk County Sheriff's Office and Public Works Department, and Oregon Department of Transportation and State Police. | |
| 59 d | <input type="checkbox"/> Issue warnings in populated areas between Mercer Dam and Willamette River, including the towns of Rickreall and Eola. | |
| 60 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety | |

Flood and Dam Failure

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| | Officer. | |
| 61 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 62 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan</i> |
| 63 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 64 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | |
| 65 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 66 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 67 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 68 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 69 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | |
| 70 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 71 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 72 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-3: Major Fire

Prepared by:



Major Fire Incident Checklist

| Line ID | Action Items | Supplemental Information |
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| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to major fires. | <i>County EOP ESF-3</i> |
| 3 | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to volcanoes. This information will supplement ESF-1: Transportation and ESF-6: Mass Care, Food, and Water. | <i>County EOP ESF 1 and 6</i> |
| 4 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) in coordination with ESF-1: Transportation and ESF-6: Mass Care, Food, and Water Leads. | <i>County EOP ESFs 1 and 6</i> |
| 5 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | <i>County EOP ESF-15</i> |
| 6 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 7 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Emergency Operations Center (EOC). | |
| 8 | <input type="checkbox"/> Ensure that supplies, such as communications devices and debris removal equipment, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 3</i> |
| 9 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 10 | <input type="checkbox"/> Implement ventilation and fire code inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans. | <i>County Hazard Mitigation Plan</i> |
| 11 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response. | <i>County EOP ESF-14</i> |
| 12 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to major fires. | <i>County EOP ESFs 5 and 14</i> |

IA-3: Major Fire

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| 13 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 14 | <input type="checkbox"/> Provide information and training on major fire response to emergency workers and the public. | <i>County EOP ESF-15</i> |
| 14 a | <input type="checkbox"/> Implement a public outreach program on major fire hazards. | |
| 14 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 15 | <input type="checkbox"/> Participate in Polk County major fire preparedness activities, seeking understanding of interactions with agencies that would participate in a major fire scenario. | |
| 16 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 17 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 17 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 17 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 17 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 18 | <input type="checkbox"/> Activate the County EOP when earthquake and/or seismic incidents pose threats. | |
| 19 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 20 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 21 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 22 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |
| 23 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |

IA-3: Major Fire

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| 24 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 25 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 26 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 27 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 28 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by volcanic hazards. | |
| 29 | <input type="checkbox"/> Polk Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC. | <i>County EOP Section 5 and established emergency contact lists at the County EOC</i> |
| 29 a | <input type="checkbox"/> If forest or wild land is impacted, the Oregon Department of Forestry will respond and establish a UC system. | |
| 29 b | <input type="checkbox"/> If federal lands are impacted, a UC will be established integrating the US Department of Agriculture (USDA) Forest Service and/or Bureau of Land Management. | |
| 29 c | <input type="checkbox"/> If tribal lands are impacted, a Unified Command incorporating the Warm Springs Indian Reservation will be established. | |
| 30 | <input type="checkbox"/> Implement local plans and procedures for fire operations. Ensure that copies of the following documents are available to response personnel. Implement agency protocols and SOPs. | <i>Agency EOPs</i> |
| 30 a | <input type="checkbox"/> Mid-Columbia Fire and Rescue 300-1 ICS (2006) | |
| 30 b | <input type="checkbox"/> Mid-Columbia Fire and Rescue 300-2 Structural Incidents (2003) | |
| 30 c | <input type="checkbox"/> Oregon State Fire Service Mobilization Plan (2019) | |
| 30 d | <input type="checkbox"/> Polk County Community Wildfire Protection Plan (2009) | |
| 30 e | <input type="checkbox"/> Central Oregon Cooperative Wildland Fire Agreement | |
| 31 | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire, recurring. | |
| 32 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203:</i> |

IA-3: Major Fire

| | | <i>Organization Assignment List</i> |
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| 33 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 34 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 35 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| 36 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 37 | <input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency protocols and standard operating procedures. | <i>Local, agency, and facility SOPs</i> |
| 38 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 39 | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities, recurring. Evacuation activities should be coordinated among ESF-1: Transportation, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-15: Public Information. | <i>County EOP ESFs 1, 5, 6, and 15</i> |
| 40 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 41 | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | <i>County EOP ESF-3</i> |
| 42 | <input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction. | <i>County EOP ESF-9</i> |
| 43 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 44 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 45 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms, County EOP ESF-7</i> |
| 46 | <input type="checkbox"/> Submit requests for disaster/emergency declaration, as applicable. | <i>County EOP Section 1</i> |
| 47 | <input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and | |

IA-3: Major Fire

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| | receive deployment orders. | |
| 48 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-15</i> |
| 49 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-15</i> |
| 50 | <input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the County Fire Defense Board Chief or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-15</i> |
| 51 | <input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 52 | <input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log. | |
| 53 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 54 | <input type="checkbox"/> Develop an IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 20: Incident Radio Communications, and Form 206: Medical Plan, Safety Message, Incident Map</i> |
| 55 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | <i>Coordinate with private-sector partners and County EOP ESF-14</i> |
| 56 | <input type="checkbox"/> Begin damage assessments in coordination with Polk County Public Works Department and County, tribal, and local government. | <i>County EOP ESF-3</i> |
| 27 | <input type="checkbox"/> Assist with the coordination of Public Works activities such as debris removal from: | <i>County EOP ESF-3</i> |
| 27 a | <input type="checkbox"/> Storm drains | |
| 27 b | <input type="checkbox"/> Bridge viaducts | |
| 27 c | <input type="checkbox"/> Main arterial routes | |
| 27 d | <input type="checkbox"/> Public rights-of-way | |
| 27 e | <input type="checkbox"/> Dams (via established liaisons at the County EOC) | |

IA-3: Major Fire

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| 27 f | <input type="checkbox"/> Other structures, as needed | |
| 28 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 29 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 30 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer. | |
| 31 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 32 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan</i> |
| 33 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 34 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 35 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 36 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 37 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 38 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 39 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 40 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 41 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 42 | <input type="checkbox"/> Offer recommendations to County government and | |

IA-3: Major Fire

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| | Public Works departments for changes in planning, zoning, and building code ordinances. | |
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Polk County Emergency Operations Plan



IA-4: Hazardous Materials Accidental Release

Prepared by:



Hazardous Materials Accidental Release Incident Checklist

| Line ID | Action Items | Supplemental Information |
|---------------------------|---|---|
| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) and the ESF-10: Hazardous Materials (HAZMAT) Lead, including the Salem Office of State Fire Marshal Regional HAZMAT Response Team No. 13. | <i>County EOP ESF-10</i> |
| 3 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | <i>County EOP ESF-15</i> |
| 4 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 5 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Emergency Operations Center (EOC). | |
| 6 | <input type="checkbox"/> Ensure that supplies, such as communications devices, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 3</i> |
| 7 | <input type="checkbox"/> Inform the County Emergency Management Department (EMD) and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 8 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response. | <i>County EOP ESF-14</i> |
| 9 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to HAZMAT incidents. | <i>County EOP ESFs 5 and 14</i> |
| 10 | <input type="checkbox"/> Annually review and update the EOP and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 11 | <input type="checkbox"/> Provide information and training on HAZMAT response to emergency workers and the public. | <i>County EOP ESF-15</i> |
| 11 | <input type="checkbox"/> Implement a public outreach program on | |

IA-4: Hazardous Materials Accidental Release

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| a | HAZMAT incidents. | |
| 11 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 12 | <input type="checkbox"/> Participate in the County's preparedness activities, seeking understanding of interactions with agencies that would participate in a HAZMAT scenario. | |
| 13 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 14 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 14 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 14 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 14 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 15 | <input type="checkbox"/> Activate the County EOP when a HAZMAT incident poses a threat. | |
| 16 | <input type="checkbox"/> In most incidents, the local fire districts will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the HAZMAT Team. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESFs 5 and 10</i> |
| 17 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 18 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 19 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of the situation. | <i>County EOP ESF-5</i> |
| 20 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 21 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |

IA-4: Hazardous Materials Accidental Release

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| 22 | <input type="checkbox"/> Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. | |
| 23 | <input type="checkbox"/> Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. | |
| 24 | <input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident. | <i>The 2020 Northwest Area Contingency Plan</i> |
| 25 | <input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HAZMAT response teams arrive. | |
| 26 | <input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies. | |
| 27 | <input type="checkbox"/> If applicable, establish immediate gross decontamination capability for survivors. | |
| 28 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 29 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |
| 30 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 31 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| 32 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 33 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 34 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 35 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |

IA-4: Hazardous Materials Accidental Release

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| 36 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| 36 a | <input type="checkbox"/> Contact Oregon Emergency Response System (OERS) at 1-800-452-0311 for technical assistance and support in requesting the regional HAZMAT Team. <i>Note: the primary regional HazMat response team is in Salem.</i> | <i>OERS is available 24 hours a day.</i> |
| 36 b | <input type="checkbox"/> Assign liaisons to the County EOC representing government agencies, private entities (railroad companies, chemical manufacturers, etc.), and other stakeholders to the EOC. | |
| 36 c | <input type="checkbox"/> For incidents affecting navigable waterways, ensure that the U.S. Coast Guard has been notified. | |
| 36 d | <input type="checkbox"/> For incidents occurring on state highways, ensure that the Oregon Department of Transportation has been notified. | |
| 36 e | <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. | |
| 36 f | <input type="checkbox"/> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. | <i>County EOP ESF-11</i> |
| 37 | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of a hazardous material plume, recurring. | |
| 38 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident. | |
| 39 | <input type="checkbox"/> Implement local plans and procedures for HAZMAT operations. Implement agency-specific protocols and SOPs. Ensure that copies of all documents are available to response personnel. | <i>County EOP ESF-10, County Hazardous Materials Incident Management Plan, Northwest Area Contingency Plan (2020)</i> |
| 40 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 41 | <input type="checkbox"/> For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the Geographic Response Plans applicable to the incident site, and support procedures according to the Northwest Area Contingency Plan. | <i>County EOP ESF-10, County Hazardous Materials Incident Management Plan, Northwest Area Contingency Plan</i> |

IA-4: Hazardous Materials Accidental Release

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| | | (2020) |
| 42 | <input type="checkbox"/> Based upon the incident's size, type of chemical/substance involved, and weather projections, establish a safe zone and determine a location for on-site staging and decontamination. Re-evaluate as the situation changes. | <i>County EOP ESF-10 and local Standard Operating Procedures (SOPs)</i> |
| 43 | <input type="checkbox"/> Establish a victim decontamination and treatment area(s). | |
| 44 | <input type="checkbox"/> Determine the need for evacuation and sheltering activities (recurring). Evacuation assistance should be coordinated among the ESF-1:Transportation, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-15: Public Information. | <i>County EOP ESFs 1, 5, 6, and 15</i> |
| 45 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 46 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 47 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 48 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>County EOP Section 1</i> |
| 49 | <input type="checkbox"/> Develop plans and procedures for registering regional hazardous material teams as they arrive on the scene and receive deployment orders. | |
| 50 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-15</i> |
| 51 | <input type="checkbox"/> Formulate emergency public information messages and media responses | <i>County EOP ESF-15</i> |
| 52 | <input type="checkbox"/> Review public information - Incident Commander or designee. Release approved information - Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-15</i> |
| 53 | <input type="checkbox"/> Record all County EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 54 | <input type="checkbox"/> Record all incoming and outgoing messages, recurring. All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 55 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals the EOC Incident Commander and staff will assemble a Situation Report. | <i>ICS Form 209: Incident Status Summary</i> |
| 56 | <input type="checkbox"/> Develop an Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and | <i>ICS Form 202: Incident Objectives, Form 203:</i> |

IA-4: Hazardous Materials Accidental Release

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| | approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>Organization Assignment List, Form 204 – Assignment List, Form 20: Incident Radio Communications, Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 57 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 58 | <input type="checkbox"/> Coordinate with private-sector partners as needed. | <i>County EOP ESF-14</i> |
| 59 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 60 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 61 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to HAZMAT incidents are communicated to the Incident Commander and/or Safety Officer. | |
| 62 | <input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private-sector contractors and coordinated among the Polk County EOC, the responsible party (if known), and the Oregon Department of Environmental Quality. | <i>County EOP ESF-10</i> |
| 63 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 64 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 65 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 66 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 67 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 68 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future | |

IA-4: Hazardous Materials Accidental Release

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| | earthquake and landslide emergencies. | |
| 69 | <input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private-sector partners. | |
| 70 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 71 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 72 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 73 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 74 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-5: Terrorism

Prepared by:



Terrorism Incident Checklist

Background Information

This annex can be applied to incidents involving weapons of mass destruction (WMD) and chemical, biological, radiological, nuclear, and explosive (CBRNE) materials. The lead agencies for the state and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI).

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the federal government assists as needed. The County Emergency Operations Center (EOC) typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Polk County Public Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. The Oregon Emergency Management Department (EMD) and the Federal Emergency Management Agency (FEMA) are the state and federal consequence management leads.

| Line ID | Action Items | Supplemental Information |
|---------------------------|--|---|
| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) and the ESF-8: Health and Medical, and ESF-10: Hazardous Materials Leads. | <i>County EOP ESFs 8 and 10</i> |
| 3 | <input type="checkbox"/> Prepare scripts to be used on local television station(s) for emergency broadcast. Include instructions. | <i>County EOP ESF-15</i> |
| 4 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 5 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC. Include appropriate regional, state, and federal emergency contacts for terrorism response. | |
| 6 | <input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for Polk County and the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies. | |
| 7 | <input type="checkbox"/> Inform the County EMD of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | |
| 8 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to terrorism incidents. | <i>County EOP ESF-14</i> |

IA-5: Terrorism

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| 9 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to terrorism. | <i>County EOP ESFs 5 and 14</i> |
| 10 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 11 | <input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 11 a | <input type="checkbox"/> Implement a public outreach program on terrorism. | |
| 11 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 12 | <input type="checkbox"/> Participate in Polk County, regional, state, and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario. | |
| SURVEILLANCE PHASE (BIOLOGICAL ONLY) | | |
| 13 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. UC may also consist of County, regional, state, and federal crisis management and consequence management agencies. | <i>County EOP ESF-5</i> |
| 14 | <input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources. | <i>County EOP ESFs 4 and 10</i> |
| 15 | <input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of a site and agency health and safety plans. | |
| 16 | <input type="checkbox"/> Assess the situation and confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary. | <i>ICS Form 209: Incident Status Summary</i> |
| 17 | <input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident's status and are available and staffed to respond. | <i>County EOP ESF-15</i> |
| 18 | <input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people and/or animals with access and functional. This task should be coordinated with law enforcement. | |
| 19 | <input type="checkbox"/> Conduct a hazard assessment. In the case of a possible intentional release, begin addressing information needs for | |

IA-5: Terrorism

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| | criminal investigation. For example, what is the purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release? | |
| 20 | <input type="checkbox"/> Draft an Incident Action Plan (IAP). Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications, Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 21 | <input type="checkbox"/> Maintain communication between field response crews, local/County EOCs, regional EOC, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs. | <i>County EOP ESF-2</i> |
| 22 | <input type="checkbox"/> Gather additional information. Include photographs and video recording. | |
| 23 | <input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies if so. | |
| 24 | <input type="checkbox"/> Determine if any advisories should be issued to the public. | <i>County EOP ESF-15</i> |
| RESPONSE PHASE | | |
| 25 | <input type="checkbox"/> If an explosive device is found, clear the immediate area, and notify appropriate first responders. Be cognizant of any secondary devices that may be on site. | |
| 26 | <input type="checkbox"/> Be cognizant of any secondary devices that may be on site. | |
| 27 | <input type="checkbox"/> Be cognizant that CBRNE agents may be present. | |
| 28 | <input type="checkbox"/> Investigate the crime scene and collect vital evidence. | |
| 29 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. During terrorism incidents, local and/or County EOCs may be staffed. | <i>County EOP ESF-5</i> |
| 30 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 31 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response | <i>County EOP ESF-14, and agency or</i> |

IA-5: Terrorism

| | activities. | company plans |
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| 31 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |
| 33 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 34 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 35 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 36 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| 37 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 38 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by volcanic hazards. | |
| 39 | <input type="checkbox"/> Determine the need for and activate emergency medical services, recurring. Medical services should be coordinated through ESF-8: Health and Medical. | <i>County EOP ESF-8</i> |
| 40 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 41 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 42 | <input type="checkbox"/> Establish an Incident Command Post (ICP) near the incident location. The ICP should be uphill and upwind of the incident location. | |
| 43 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| | <input type="checkbox"/> Notify ESF-10: Hazardous Materials and/or ESF-8: Health and Medical supporting agencies (dependent on the type of incident) and the County Board of Commissioners. | <i>County EOP ESFs 8 and 10</i> |
| 44 a | <input type="checkbox"/> Notify the regional hazardous materials team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, federal agencies (including the FBI), and ESF leads/coordinators of any situational changes. | <i>County EOP ESFs 2 and 5</i> |
| 44 b | <input type="checkbox"/> Notification to the Oregon State Police and the FBI is required for all terrorism incidents. | |
| 44 | <input type="checkbox"/> If an incident occurs on state highways, ensure | |

IA-5: Terrorism

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| c | that the Oregon Department of Transportation has been notified. | |
| 44e | <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. | |
| 44d | <input type="checkbox"/> If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), Polk County Public Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation. | <i>County EOP ESF-11</i> |
| 45 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 46 | <input type="checkbox"/> Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency protocols and standard operating procedures. | <i>Local, agency, and facility SOPs</i> |
| 47 | <input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials teams or health and medical teams as they arrive on the scene and receive deployment orders. | |
| 48 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 49 | <input type="checkbox"/> Verify that the hazard perimeter and hazard zone security have been established. | |
| 50 | <input type="checkbox"/> Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. | |
| 51 | <input type="checkbox"/> Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. | |
| 52 | <input type="checkbox"/> Determine if the threat level for the affected area should be elevated and inform appropriate agencies if so. | |
| 53 | <input type="checkbox"/> Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency protocols and standard operating procedures. | <i>Polk County Terrorism Response Plan</i> |
| 54 | <input type="checkbox"/> Obtain current and forecasted weather to project potential hazardous materials vapor plumes, recurring. <i>Note: Vapor plume modeling support may be obtained through regional hazardous materials teams, state, and/or federal environmental protection agencies.</i> | <i>County EOP ESF-2</i> |
| 55 | <input type="checkbox"/> Determine the need to implement evacuations and sheltering activities, recurring. Evacuation assistance should be provided through interactions with ESF-1: Transportation, ESF-5: Information and Planning, ESF-6: Mass Care, and ESF-15: Public Information. A determination of the use of shelter- | <i>County EOP ESFs 1, 5, 6, and 15</i> |

IA-5: Terrorism

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| | <p>in-place for surrounding residences and public facilities should be made.</p> <p><i>Note: Refer to the US Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i></p> | |
| 56 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 57 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 58 | <input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction. | <i>County EOP ESF-9</i> |
| 59 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 60 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 61 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 62 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 63 | <p><input type="checkbox"/> Determine the need to implement evacuations and sheltering activities, recurring. Evacuation assistance should be provided through interactions with ESF-1: Transportation, ESF-5: Information and Planning, ESF-6: Mass Care, and ESF-15: Public Information. A determination of the use of shelter-in-place for surrounding residences and public facilities should be made.</p> <p><i>Note: Refer to the US Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i></p> | <i>County EOP ESFs 1, 5, 6, and 15</i> |
| 64 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-15</i> |
| 65 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-15</i> |
| 66 | <input type="checkbox"/> Review public information – Incident Commander or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-15</i> |
| 67 | <input type="checkbox"/> Record all EOC and individual personnel activities, recurring. All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 68 | <input type="checkbox"/> Record all incoming and outgoing messages, recurring. All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 69 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular | <i>ICS Form 209:</i> |

IA-5: Terrorism

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| | intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>Incident Status Summary</i> |
| 70 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan; Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 71 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | <i>Coordinate with private-sector partners and County EOP ESF-14</i> |
| 72 | <input type="checkbox"/> Begin damage assessments in coordination with Polk County Public Works Department and County, tribal, and local government. | <i>County EOP ESF-3</i> |
| 73 | <input type="checkbox"/> Assist with the coordination of Public Works activities such as debris removal from: | <i>County EOP ESF-3</i> |
| 73 a | <input type="checkbox"/> Storm drains | |
| 73 b | <input type="checkbox"/> Bridge viaducts | |
| 73 c | <input type="checkbox"/> Main arterial routes | |
| 73 d | <input type="checkbox"/> Public rights-of-way | |
| 73 e | <input type="checkbox"/> Dams (via established liaisons at the County EOC) | |
| 73 f | <input type="checkbox"/> Other structures, as needed | |
| 74 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 75 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 76 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer. | |
| 77 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents | |

IA-5: Terrorism

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| | for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 78 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 79 | <input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the EPA may also be necessary. | |
| 80 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 81 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 82 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 83 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 84 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | |
| 85 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 86 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 87 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-6: Public Health Incident

Prepared by:



Public Health Incident Checklist

| Line ID | Action Items | Supplemental Information |
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| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Have personnel participate in training and exercises, as determined by Polk County Emergency Management Department (EMD) and/or the Polk County Public Health Department. | |
| 3 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by the County EMD in coordination with ESF-6: Mass Care, Food, and Water and ESF-8: Public Health Leads. | <i>County EOP ESFs 6 and 8</i> |
| 4 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include instructions. | <i>County EOP ESF-15</i> |
| 5 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 6 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Emergency Operations Center (EOC). | |
| 7 | <input type="checkbox"/> Engage other county public health departments, Oregon Department of Human Services, CDC, and FEMA in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities. | |
| 8 | <input type="checkbox"/> Ensure that supplies, such as communications devices and emergency medical equipment, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 8</i> |
| 9 | <input type="checkbox"/> Maintain medical supplies and equipment. | <i>Hospital Standard Operating Procedures</i> |
| 10 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 11 | <input type="checkbox"/> Implement ventilation inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans. | <i>County Hazard Mitigation Plan</i> |

IA-6: Public Health

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| 12 | <input type="checkbox"/> Monitor and report the presence of contagious infections in the County. | |
| 13 | <input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies. | |
| 14 | <input type="checkbox"/> Coordinate with the Polk County Sanitarian to ensure drinking water quality. | <i>Water District Standard Operating Procedures</i> |
| 15 | <input type="checkbox"/> Coordinate with the Polk County Sanitarian to provide safe wastewater and sewage disposal. | <i>Water District Standard Operating Procedures</i> |
| 16 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to public health incidents. | <i>County EOP ESFs 5 and 14</i> |
| 17 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 18 | <input type="checkbox"/> Provide information and training on volcano response to emergency workers and the public. | <i>County EOP ESF-15</i> |
| 18 a | <input type="checkbox"/> Implement a public outreach program on volcano hazards. | |
| 18 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 19 | <input type="checkbox"/> Participate in Polk County public health preparedness activities, seeking understanding of interactions with agencies that would participate in a public health scenario. | |
| 20 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 21 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 22 | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 23 | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 24 | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 25 | <input type="checkbox"/> Polk County Public Health Department will initially respond, assume initial EOC Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat. | <i>County EOP ESF-5</i> |
| 26 | <input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209: Incident Status Summary</i> |
| 26 a | <input type="checkbox"/> Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and | |

IA-6: Public Health

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| | liaisons of the situation. | |
| 26 b | <input type="checkbox"/> Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements. | |
| 26 c | <input type="checkbox"/> Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. | |
| 27 | <input type="checkbox"/> Ensure that area hospitals, including West Valley Hospital, have been notified. | <i>County EOP ESF-8, and Oregon Hospital Capacity web system (HOSCAP)</i> |
| 28 | <input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and Oregon State Public Health Department. | <i>County EOP ESF-8</i> |
| 28 a | <input type="checkbox"/> If the pathogen or agent requires laboratory analysis, Polk County Public Health may request analytical assistance from the Oregon State Public Health Laboratory. | |
| 28 b | <input type="checkbox"/> If animal health and vector control is required, these services are to be requested through the EMD or from the Polk County Extension (Oregon State University). | |
| 28 c | <input type="checkbox"/> Coordinate sanitation activities and potable water supply provisions. | |
| 28 d | <input type="checkbox"/> Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. | |
| 28 e | <input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies. | |
| 29 | <input type="checkbox"/> Collect and report vital statistics. | |
| 30 | <input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities. | <i>Polk County Mass Fatalities Incident Plan</i> |
| 30 a | <input type="checkbox"/> Implement the collection, identification, storage, and disposition of deceased individuals in a mass fatality situation. | |
| 31 | <input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems. | |
| 32 | <input type="checkbox"/> West Valley Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the County EOC. | <i>County EOP ESF 7 and 8, Oregon HOSCAP</i> |

IA-6: Public Health

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| 33 | <input type="checkbox"/> Activate the County EOC, coordinate response activities among agency operations centers and the Incident Command Post and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the EOC Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary. | <i>County EOP ESF-5</i> |
| 34 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 35 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 36 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |
| 37 | <input type="checkbox"/> Identify local, regional, state, and federal agencies that may be able to mobilize resources to the County EOC for support. | |
| 38 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 39 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 40 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 41 | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | |
| 42 | <input type="checkbox"/> Notify all other ESF-8: Health and Medical supporting agencies of the response, requesting additional support as necessary. | <i>County EOP ESF-8</i> |
| 43 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 44 | <input type="checkbox"/> Assign a liaison to other county EOCs to facilitate resource requests. | |
| 45 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from a public health incident, including adequate PPE. | |
| 46 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |

IA-6: Public Health

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| 47 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 48 | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other county EOCs, and State ECC. Confirm operable phone numbers and backup communication links. | <i>County EOP ESF-2</i> |
| 49 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 50 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| 51 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. | |
| 52 | <input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>County EOP ESF-8</i> |
| 53 | <input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF-1: Transportation, ESF-5: Information and Planning, ESF-6: Mass Care and Food and Water, and ESF-15: Public Information. | <i>County EOP ESF-1, 5, 6, and 15</i> |
| 54 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 55 | <input type="checkbox"/> Establish treatment area(s) and/or Point of Dispensation site(s). | <i>County EOP ESF-8</i> |
| 56 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 57 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 58 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 59 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | |
| 60 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |

IA-6: Public Health

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| 61 | <input type="checkbox"/> The County Emergency Manager, in collaboration with the Polk County Public Health Department designates a County PIO representative. The PIO will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies. | <i>County EOP ESFs 8 and 15</i> |
| 62 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-15</i> |
| 63 | <input type="checkbox"/> Review public information – Incident Commander or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-15</i> |
| 64 | <input type="checkbox"/> Develop and disseminate public information programs regarding personal health and hygiene. | |
| 65 | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist, ICS Form 214: Unit Log</i> |
| 66 | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 67 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 68 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan; Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 69 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 70 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 71 | <input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the County EOC for transmittal to the Oregon State Public Health Department as soon as it is available. | <i>County EOP ESF-8</i> |
| 72 | <input type="checkbox"/> For handling of fatalities, coordination between the Polk County Public Health Department and County EOC is needed for medical examiner services. | <i>County EOP ESF-8 and Polk County Mass Fatalities Incident Plan</i> |

IA-6: Public Health

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| 73 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 74 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 75 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 76 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 77 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 78 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 79 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 80 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 81 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 82 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 83 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 84 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-7: Animal and Agriculture

Prepared by:



Animal and Agriculture Incident Checklist

| Line ID | Action Items | Supplemental Information |
|---------------------------|---|---|
| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) in coordination with ESF-6: Mass Care, Food, and Water, ESF-8: Health and Medical, and ESF-11: Agriculture and Animals Leads. | <i>County EOP ESFs 6, 8, and 11</i> |
| 3 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include instructions. | <i>County EOP ESF-15</i> |
| 4 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 5 | <input type="checkbox"/> Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the County EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): | <i>County EOP ESF-11</i> |
| 5 a | <input type="checkbox"/> Oregon Department of Fish and Wildlife | |
| 5 b | <input type="checkbox"/> Oregon Department of Agriculture | |
| 5 c | <input type="checkbox"/> Polk County Extension Service (University of Oregon) | |
| 5 d | <input type="checkbox"/> US Farm Service Agency | |
| 5 e | <input type="checkbox"/> Polk County Public Health Department | |
| 5 f | <input type="checkbox"/> Oregon State Public Health Division | |
| 5 g | <input type="checkbox"/> Local and State Veterinarians | |
| 6 | <input type="checkbox"/> Ensure that supplies, such as communications devices and debris removal equipment, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 3</i> |
| 7 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 8 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to volcanoes. | <i>County EOP ESF-14</i> |
| 9 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to volcanoes. | <i>County EOP ESFs 5 and 14</i> |

IA-7: Animal and Agriculture

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| 10 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 11 | <input type="checkbox"/> Provide information and training on agriculture and animal incident response to emergency workers and the public. | <i>County EOP ESF-15</i> |
| 11 a | <input type="checkbox"/> Implement a public outreach program on agricultural and animal hazards. | |
| 11 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 12 | <input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with agencies that would participate in an agriculture or animal disease emergencies. | |
| 13 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 14 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 14 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 14 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 14 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 15 | <input type="checkbox"/> Activate the County EOP following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern. | |
| 16 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESFs 5 and 11</i> |
| 17 | <input type="checkbox"/> Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures/practices as deemed necessary by the situation, and provide regularly scheduled safety briefings to the command staff. | <i>County EOP ESFs 5 and 11</i> |
| 18 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource | |

IA-7: Animal and Agriculture

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| | suppliers of both potential and current needs. <i>Note: The EOC will coordinate requests by the lead animal disease/public health agency for local resources and mutual aid resources.</i> | |
| 19 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 20 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |
| 21 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 22 | <input type="checkbox"/> Contact the County Sheriff if the Oregon Department of Agriculture requires enforcement of a quarantine area. The County Emergency Manager or designee will contact the County Court with information on required measures and resources. The Sheriff's Office and the Oregon State Police may be called upon to provide additional resources. | <i>County EOP ESF-13</i> |
| 23 | <input type="checkbox"/> Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies). | <i>County EOP ESF-13</i> |
| 24 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 25 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 26 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 27 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 28 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by volcanic hazards. | |
| 29 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 30 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 31 | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, agency operations centers, and the State ECC; confirm operable | <i>County EOP ESF-2</i> |

IA-7: Animal and Agriculture

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| | phone numbers and backup communication links. <i>Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Oregon Department of Agriculture.</i> | |
| 32 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| 33 | <input type="checkbox"/> Notify appropriate ESF-11: Agriculture and Animal Protection and ESF-8: Health and Medical Resources supporting agencies, including, but not limited to: | <i>County EOP ESFs 8 and 11</i> |
| 33 a | <input type="checkbox"/> US Department of Agriculture | |
| 33 b | <input type="checkbox"/> Animal Plant Health Inspection Service | |
| 33 c | <input type="checkbox"/> Foreign Animal Disease Diagnostic Lab | |
| 33 d | <input type="checkbox"/> Food Safety Inspection Service | |
| 33 e | <input type="checkbox"/> Oregon Department of Agriculture | |
| 33 f | <input type="checkbox"/> State Veterinarian's Office | |
| 33 g | <input type="checkbox"/> Regional Veterinary Emergency Response Teams | |
| 33 h | <input type="checkbox"/> Private Veterinarians | <i>County EOP ESF-14</i> |
| 33 i | <input type="checkbox"/> Oregon Department of Fish and Wildlife | |
| 33 j | <input type="checkbox"/> Oregon Department of Environmental Quality | |
| 33 k | <input type="checkbox"/> Polk County Public Health Department | |
| 33 l | <input type="checkbox"/> Polk County Extension Service (University of Oregon) | |
| 33 m | <input type="checkbox"/> US Farm Service Agency | |
| 33 n | <input type="checkbox"/> Oregon State University, College of Veterinary Medicine | |
| 33 o | <input type="checkbox"/> Polk County Farm Bureau | |
| 33 p | <input type="checkbox"/> Local volunteer organizations (e.g., Humane Society) | |
| 34 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide the status of the incident and conditions of actual or perceived disease threat. | <i>County EOP Section 4 and established emergency contact lists at the County EOC</i> |
| 35 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 36 | <input type="checkbox"/> With support from the local health department, State Veterinarian, and Area Veterinarian-In-Charge, determine the scope and extent of the outbreak/disease, recurring. Verify reports and obtain estimates of the | <i>ICS Form 209: Incident Status Summary</i> |

IA-7: Animal and Agriculture

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| | areas/livestock operations in the County that may be affected. | |
| 37 | <input type="checkbox"/> Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure that copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. <i>Note: Oregon Animal Disease Emergency Management Plan and applicable animal disease protocols, including Public Health plans focusing on potentially contagious diseases</i> | <i>Agency Standard Operating Procedures and County EOP ESF-11</i> |
| 38 | <input type="checkbox"/> Determine need to conduct human and/or animal evacuations and sheltering activities (recurring). Evacuation assistance should be coordinated among ESF-1: Transportation, ESF-5: Information Planning, and ESF-6: Mass Care, ESF-11: Agriculture and Animal Protection, and ESF-15: Public Information. | <i>County EOP ESFs 1, 5, 6, 11, and 15</i> |
| 39 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 40 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 41 | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels, recurring, including activation of intergovernmental agreements and memoranda of understanding. <i>Note: All resources activated through mutual aid agreements needs to be tracked by the EOC for cost and liability purposes.</i> | <i>County EOP ESF-7</i> |
| 42 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 43 | <input type="checkbox"/> Manage and coordinate volunteers through the EOC. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up. | <i>County EOP ESFs 7 and 16</i> |
| 44 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>County EOP Section 1</i> |
| 45 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 46 | <input type="checkbox"/> Establish a Joint Information Center (JIC). In the case of animal disease that could spread or pose risk to humans, the County Health Officer, or designee, will address medical and public health issues/concerns within the JIS via the JIC, if it is activated. | <i>County EOP ESF-15</i> |
| 47 | <input type="checkbox"/> Formulate emergency public information messages | <i>County EOP ESF-15</i> |

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| | and media responses. | |
| 48 | <input type="checkbox"/> Public information focusing on animal/agriculture-related incidents will be developed in conjunction with the Oregon Department of Agriculture (State Veterinarian's Office), local/state public health agencies, Polk County Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and JIC, supported by Polk County Court. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESFs 2 and 15</i> |
| 49 | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (recurring). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC position checklists/forms and applicable ICS forms, including ICS Form 214: Unit Log</i> |
| 50 | <input type="checkbox"/> Develop, update, and implement an Incident Action Plan (IAP), recurring for each operational period. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan, Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 51 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 52 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners. | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 53 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 54 | <input type="checkbox"/> Ensure that all reports of injuries, illness, and deaths occurring during animal/agriculture-related emergency response are communicated to the EOC Incident Commander and/or Safety Officer. | |
| 55 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 56 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 57 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types | |

IA-7: Animal and Agriculture

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| | of hazards. | |
| 58 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 59 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 60 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 61 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 62 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 63 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 64 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 65 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 66 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-8: Drought

Prepared by:



Drought Incident Checklist

| Line ID | Action Items | Supplemental Information |
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| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event. | <i>County EOP ESF-3</i> |
| 3 | <input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems. | <i>County EOP ESF-3</i> |
| 4 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by the Polk County Emergency Management Department (EMD) in coordination with ESF-6: Mass Care, Food, and Water Lead. | <i>County EOP ESF-6</i> |
| 5 | <input type="checkbox"/> Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | <i>County EOP ESF-15</i> |
| 6 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 7 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC. | |
| 8 | <input type="checkbox"/> Ensure that supplies, such as communications devices equipment are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 3</i> |
| 9 | <input type="checkbox"/> Inform the County EMD of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 10 | <input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop memoranda of understanding with those private businesses. | <i>County EOP ESF-14</i> |
| 11 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to droughts. | <i>County EOP ESFs 5 and 14</i> |
| 12 | <input type="checkbox"/> Ensure that maps of water mains, valves, and public sewer systems are up to date and accessible. | <i>County EOP ESF-3</i> |
| 13 | <input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat. | |
| 14 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating | <i>County EOP, ESF Annexes, and agency</i> |

IA-8: Drought

| | Procedures (SOPs), as needed. | SOPs |
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| 15 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 15 a | <input type="checkbox"/> Implement a public outreach program on drought hazards. | |
| 15 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 16 | <input type="checkbox"/> Participate in Polk County drought preparedness activities, seeking understanding of interactions with agencies that would participate in a drought scenario. | |
| 17 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 18 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 18 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 18 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 18 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 19 | <input type="checkbox"/> Activate the County EOP when drought and other water shortage incidents pose a threat. | |
| 20 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 21 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 22 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 23 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-11: Agriculture and Animals Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, 6, and 11</i> |
| 24 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |

IA-8: Drought

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| 25 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 26 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 27 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 28 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 29 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought. | |
| 30 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 31 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 32 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 33 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| 34 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 35 | <input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency protocols and standard operating procedures. | <i>Local, agency, and facility SOPs</i> |
| 36 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 37 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 38 | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | <i>County EOP ESF-3</i> |
| 39 | <input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent. | <i>County EOP ESF-3</i> |

IA-8: Drought

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| 40 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 41 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 42 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>County EOP Section 1</i> |
| 43 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 44 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-14</i> |
| 45 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-14</i> |
| 46 | <input type="checkbox"/> Review public information – Incident Commander or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-14</i> |
| 47 | <input type="checkbox"/> Record all EOC and individual personnel activities, recurring. All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 48 | <input type="checkbox"/> Record all incoming and outgoing messages, recurring. All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 49 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 50 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan; Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 51 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 52 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners. | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 53 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected | <i>County EOP ESF-13</i> |

IA-8: Drought

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| | areas (curfew enforcement, road closures, security, etc.). | |
| 54 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer. | |
| 55 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMobilIZATION PHASE | | |
| 56 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 57 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 58 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 59 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 60 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 61 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 62 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 63 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 64 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 65 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 66 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-9: Earthquake

Prepared by:



Earthquake Incident Checklist

An earthquake of five or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the EOC to better coordinate the flow of information and damage assessment. Initially, the lead agencies for earthquake response will be the Emergency Management Department and the Fire Service. As the initial assessment to determine the extent of damage, injury, and loss of life has been accomplished, the ICS/Operations Section lead may transition to the fire service. Landslides are included as a secondary hazard.

As emergency response transitions from rescuing casualties to recovery of deceased individuals, the Polk County Public Works Department may be expected to assume the role of lead department in the ICS/Operations Section for the County's earthquake response. The County Public Works Department efforts in this response and early recovery phase of the disaster will likely concentrate on the reestablishment of public infrastructure facilities. Should there be a significant earthquake event, it is possible that the Perrydale Domestic Water Association (PDWA) will need extensive county, state, federal support to rebuild the water system. It is possible that with moderate work, some form of water service can be restored to provide a bottle fill and/or truck fill station at a minimum.

| Line ID | Action Items | Supplemental Information |
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| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County EOP and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes. | <i>County EOP ESF-3</i> |
| 3 | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF-1: Transportation and ESF-6: Mass Care, Food, and Water. | <i>County EOP ESF 1 and 6</i> |
| 4 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by the Polk County Emergency Management Department (EMD) in coordination with ESF-1: Transportation and ESF-6: Mass Care, Food, and Water Leads. | <i>County EOP ESF-6</i> |
| 5 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | <i>County EOP ESF-15</i> |
| 6 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 7 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC. | |
| 8 | <input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain | |

IA-9: Earthquake

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| | response and communications equipment. Keep a stock of necessary response supplies. | |
| 9 | <input type="checkbox"/> Inform the County EMD of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | |
| 10 | <input type="checkbox"/> Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans. | <i>County Hazard Mitigation Plan</i> |
| 11 | <input type="checkbox"/> Work with the planning department and local planning commissions for establishment of appropriate infrastructure protection measures in earthquake and landslide-prone areas. | |
| 11 a | <input type="checkbox"/> Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans. | |
| 12 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to seismic incidents. | <i>County EOP ESF-14</i> |
| 13 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to volcanoes. | <i>County EOP ESFs 5 and 14</i> |
| 14 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as needed. | <i>County EOP, ESF Annexes, and agency SOPs</i> |
| 15 | <input type="checkbox"/> Provide information and training on earthquake response to emergency workers and the public. | <i>County EOP ESF-15</i> |
| 15 a | <input type="checkbox"/> Implement a public outreach program on seismic hazards. | |
| 15 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 16 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 17 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 17 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 17 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 18 | <input type="checkbox"/> Activate the County EOP when earthquake and/or seismic incidents pose threats. | |

IA-9: Earthquake

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| 19 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 20 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 21 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 22 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |
| 23 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 24 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 25 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 26 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 27 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 28 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by an earthquake, being cognizant of aftershocks. | |
| 29 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 30 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 31 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 32 | <input type="checkbox"/> Ensure that all required notifications have been | <i>County EOP ESF-2</i> |

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| | completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | |
| 33 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 34 | <input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Local, agency, and facility SOPs</i> |
| 35 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 36 | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities will be coordinated among ESF-1: Transportation, ESF-3: Public Works, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-15: Public Information. | <i>County EOP ESFs 1, 3, 5, 6, and 15</i> |
| 37 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 38 | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | <i>County EOP ESF-3</i> |
| 39 | <input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction. | <i>County EOP ESF-9</i> |
| 40 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 41 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 42 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>County EOP Section 1</i> |
| 43 | | |
| 44 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 45 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 46 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-14</i> |
| 47 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-14</i> |
| 48 | <input type="checkbox"/> Review public information - Incident Commander or | <i>County EOP ESF-14</i> |

IA-9: Earthquake

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| | designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | |
| 49 | <input type="checkbox"/> Record all EOC and individual personnel activities, recurring. All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 50 | <input type="checkbox"/> Record all incoming and outgoing messages, recurring. All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 51 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 52 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives, Form 203: Organization Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan; Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 53 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 54 | <input type="checkbox"/> Begin damage assessments in coordination with Polk County Public Works Department and County, tribal, and local government. | <i>County EOP ESF-3</i> |
| 55 | <input type="checkbox"/> Assist with the coordination of Public Works activities such as debris removal from: | <i>County EOP ESF-3</i> |
| 55 a | <input type="checkbox"/> Storm drains | |
| 55 b | <input type="checkbox"/> Bridge viaducts | |
| 55 c | <input type="checkbox"/> Main arterial routes | |
| 55 d | <input type="checkbox"/> Public rights-of-way | |
| 55 e | <input type="checkbox"/> Dams (via established liaisons at the County EOC) | |
| 55 f | <input type="checkbox"/> Other structures, as needed | |
| 56 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners. | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 57 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 58 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or | |

IA-9: Earthquake

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| | the Safety Officer. | |
| 59 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 60 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 61 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| 62 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 63 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 64 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future earthquake and landslide emergencies. | |
| 65 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 66 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 67 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 68 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 69 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 70 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan



IA-10: Volcano

Prepared by:



Volcano Incident Checklist

| Line ID | Action Items | Supplemental Information |
|---------------------------|---|---|
| PRE-INCIDENT PHASE | | |
| 1 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Polk County Emergency Operations Plan (EOP) and supporting plans and procedures. | <i>County EOP and agency Standard Operating Procedures (SOPs)</i> |
| 2 | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to volcanoes. | <i>County EOP ESF-3</i> |
| 3 | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to volcanoes. This information will supplement ESF-1: Transportation and ESF-6: Mass Care, Food, and Water. | <i>County EOP ESF 1 and 6</i> |
| 4 | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Polk County Emergency Management Department (EMD) in coordination with ESF-1: Transportation and ESF-6: Mass Care, Food, and Water Leads. | <i>County EOP ESFs 1 and 6</i> |
| 5 | <input type="checkbox"/> Prepare map(s) and scripts to be used on local television station(s) for emergency broadcast. Include instructions. | <i>County EOP ESF-15</i> |
| 6 | <input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| 7 | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Emergency Operations Center (EOC). | |
| 8 | <input type="checkbox"/> Ensure that supplies, such as communications devices and debris removal equipment, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>County EOP ESFs 2 and 3</i> |
| 9 | <input type="checkbox"/> Inform the County EMD and any other supporting agencies of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | <i>Local, regional, tribal, and state plans</i> |
| 10 | <input type="checkbox"/> Implement ventilation inspection procedures on an annual basis and incorporate improvements to structures while also updating appropriate mitigation plans. | <i>County Hazard Mitigation Plan</i> |
| 11 | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to volcanoes. | <i>County EOP ESF-14</i> |
| 12 | <input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other agencies, and private-sector contractors relevant to multiple agency response to volcanoes. | <i>County EOP ESFs 5 and 14</i> |
| 13 | <input type="checkbox"/> Annually review and update the Emergency Operations Plan (EOP) and Standard Operating Procedures (SOPs), as | <i>County EOP, ESF Annexes, and</i> |

IA-10: Volcano

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| | needed. | <i>agency SOPs</i> |
| 14 | <input type="checkbox"/> Provide information and training on volcano response to emergency workers and the public. Mt. Hood Plan: https://www.oregon.gov/OEM/Documents/Mount_Hood_Volcano_Coordination_Plan.pdf | <i>County EOP ESF-15 and the 2013 Mt. Hood Coordination Plan</i> |
| 14 a | <input type="checkbox"/> Implement a public outreach program on volcano hazards. | |
| 14 b | <input type="checkbox"/> Review public education and awareness requirements. | |
| 15 | <input type="checkbox"/> Participate in Polk County volcanic preparedness activities, seeking understanding of interactions with agencies that would participate in a volcano scenario. | |
| 16 | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | <i>County EOP ESF-15</i> |
| 17 | <input type="checkbox"/> Familiarize staff with requirements for requesting state and federal disaster assistance. | |
| 17 a | <input type="checkbox"/> Stafford Act: https://www.fema.gov/disasters/stafford-act | |
| 17 b | <input type="checkbox"/> FEMA Disaster Assistance: https://www.fema.gov/assistance | |
| 17 c | <input type="checkbox"/> Oregon CEMP: https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx | |
| RESPONSE PHASE | | |
| 18 | <input type="checkbox"/> Activate the County EOP when volcanic incidents pose threats. | |
| 19 | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command (UC). Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>County EOP ESF-5</i> |
| 20 | <input type="checkbox"/> Activate and convene the Mount Hood Facilitating Committee. | <i>Mt. Hood Coordination Plan</i> |
| 21 | <input type="checkbox"/> Support a Regional Coordination Center, if necessary | <i>County EOP ESF-2</i> |
| 22 | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| 23 | <input type="checkbox"/> Contact appropriate private-sector partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County EOP ESF-14, and agency or company plans</i> |
| 24 | <input type="checkbox"/> Notify supporting agencies through ESF-1: Transportation, ESF-5: Information and Planning, and ESF-6: Mass Care, Food, and Water Leads/Coordinators, as well as the County Court. | <i>County EOP ESFs 1, 5, and 6</i> |

IA-10: Volcano

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| 25 | <input type="checkbox"/> Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | <i>County EOP ESF-7</i> |
| 26 | <input type="checkbox"/> Determine the type, scope, and extent of the incident, recurring. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. | <i>ICS Form 209: Incident Status Summary.</i> |
| 27 | <input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | <i>County EOP ESF-5</i> |
| 28 | <input type="checkbox"/> Assist the U.S. Geological Survey in establishing a temporary volcano observatory. | <i>Mt. Hood Coordination Plan</i> |
| 29 | <input type="checkbox"/> Initiate additional monitoring instruments to collect and analyze visual, seismic, lahar-detection, deformation, and gas-emission data. | |
| 30 | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | <i>County EOP ESF-5</i> |
| 31 | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| 32 | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by volcanic hazards. | |
| 33 | <input type="checkbox"/> Develop work assignments for ICS positions, recurring. | <i>ICS Form 203: Organization Assignment List</i> |
| 34 | <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing, Incident Action Plan</i> |
| 35 | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>County EOP ESF-2</i> |
| 36 | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, tribal, regional, state, and federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>County EOP ESF-2</i> |
| 37 | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command (UC) structure if the scope of the incident so dictates. | <i>County EOP ESF-5</i> |
| 38 | <input type="checkbox"/> Implement local plans and procedures for volcano operations. Ensure that copies of all documents are available to response personnel. Implement agency protocols and standard operating procedures. | <i>Local, agency, and facility SOPs</i> |
| 39 | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases, recurring. | |

IA-10: Volcano

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| 40 | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area, recurring. | |
| 41 | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities, recurring. Evacuation activities will be coordinated among ESF-1: Transportation, ESF-3: Public Works, ESF-5: Information and Planning, ESF-6: Mass Care, Food, and Water, and ESF-15: Public Information. | <i>County EOP ESFs 1, 3, 5, 6, and 15</i> |
| 42 | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | <i>County EOP ESF-14</i> |
| 43 | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | <i>County EOP ESF-3</i> |
| 44 | <input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction. | <i>County EOP ESF-9</i> |
| 45 | <input type="checkbox"/> Request American Red Cross (ARC) to activate sheltering plans and open/staff shelters, if needed. | <i>ARC Shelter Plans</i> |
| 46 | <input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels, recurring. | <i>County EOP ESF-7</i> |
| 47 | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and County EOP ESF-7</i> |
| 48 | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>County EOP Section 1</i> |
| 49 | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| 50 | <input type="checkbox"/> Establish a Joint Information Center (JIC) and designate a lead Public Information Officer (PIO) for the jurisdiction. | <i>County EOP ESF-15</i> |
| 51 | <input type="checkbox"/> Formulate emergency public information messages and media responses. | <i>County EOP ESF-15</i> |
| 52 | <input type="checkbox"/> Review public information – Incident Commander or designee. Release approved information – Incident Commander and lead PIO, with support from tribal liaison(s) prior to dissemination to the public. | <i>County EOP ESF-15</i> |
| 53 | <input type="checkbox"/> Record all EOC and individual personnel activities, recurring. All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section Position Checklist and ICS Form 214: Unit Log</i> |
| 54 | <input type="checkbox"/> Record all incoming and outgoing messages, recurring. All messages, and the names of those sending and receiving them, should be documented in the EOC log. | |
| 55 | <input type="checkbox"/> Develop and deliver situation reports, recurring. At regular intervals, the EOC Incident Commander and staff will assemble a situation report. | <i>ICS Form 209: Incident Status Summary</i> |
| 56 | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP), recurring. This document is developed by the Planning Section and approved by the EOC Incident Commander. The IAP should be discussed at regular intervals and modified as | <i>ICS Form 202: Incident Objectives, Form 203: Organization</i> |

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| | the situation changes. | <i>Assignment List, Form 204: Assignment List, Form 205: Incident Radio Communications Plan; Form 206: Medical Plan, Safety Message, and Incident Map</i> |
| 57 | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP, recurring. | |
| 58 | <input type="checkbox"/> Begin damage assessments in coordination with Polk County Public Works Department and County, tribal, and local government. | <i>County EOP ESF-3</i> |
| 59 | <input type="checkbox"/> Assist with the coordination of Public Works activities such as debris removal from: | <i>County EOP ESF-3</i> |
| 59 a | <input type="checkbox"/> Storm drains | |
| 59 b | <input type="checkbox"/> Bridge viaducts | |
| 59 c | <input type="checkbox"/> Main arterial routes | |
| 59 d | <input type="checkbox"/> Public rights-of-way | |
| 59 e | <input type="checkbox"/> Dams (via established liaisons at the County EOC) | |
| 59 f | <input type="checkbox"/> Other structures, as needed | |
| 60 | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners. | <i>Existing contact lists at EOC and County EOP ESF-14</i> |
| 61 | <input type="checkbox"/> Coordinate with the Polk County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>County EOP ESF-13</i> |
| 62 | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer. | |
| 63 | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| RECOVERY/DEMOBILIZATION PHASE | | |
| 64 | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations and EOC, in accordance with current demobilization plans. | <i>ICS Form 221: Demobilization Plan and County EOP ESF-5</i> |
| 65 | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call | |

IA-10: Volcano

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| | personnel to support potential response to these types of hazards. | |
| 66 | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>County EOP SA-1</i> |
| 67 | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>Government Continuity of Operations Plans</i> |
| 68 | <input type="checkbox"/> Make recommendations to County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of volcanic caused earthquakes and landslides. | |
| 69 | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | <i>Regional Debris Management Plan and County EOP ESFs 1 and 10</i> |
| 70 | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| 71 | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report (AAR) and Improvement Plan (IP). | <i>County EOP ESF-5</i> |
| 72 | <input type="checkbox"/> Correct any response deficiencies reflected in the IP. | |
| 73 | <input type="checkbox"/> Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| 74 | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |

Polk County Emergency Operations Plan Support Annex (SA)



Polk County Emergency Operations Plan



SA-1:



Community Recovery,
Mitigation, and Economic
Stabilization

Prepared by:



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| SA-1 Tasked Agencies | |
|-------------------------------|---|
| Primary County Agencies | Emergency Management Department |
| Supporting County Agencies | Public Works Department Central Services Department (Geographic Information Systems) |
| Community Partners | None |
| Primary Oregon State Agencies | Military Department |

1 Introduction

1.1 Recovery

This Support Annex provides an overview of the general process to be followed in recovering from the consequences of a disaster or other emergency affecting Polk County. It outlines the immediate steps to be taken in requesting state and federal assistance and the type of assistance that may be available. To be most effective, this annex should be used in conjunction with the Oregon State Disaster Recovery Assistance Guidebook.

The recovery process begins during the response phase of the emergency. Incident management must document all costs that are eligible for reimbursements from the Robert T. Stafford Act Public Law 277, Code of Federal Regulations 44, as amended. The County Emergency Management Department (EMD), as defined in the Basic Plan, will coordinate the Preliminary Damage Assessment (PDA), and the County Assessor's Office will calculate an estimated dollar amount for total loss and damages.

The Department of Homeland Security and other federal agencies offer several sources of recovery-oriented disaster relief. The Federal Emergency Management Agency (FEMA) provides two types of recovery assistance programs, the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized, although in most cases both programs are available. Additionally, the Small Business Administration can also declare a disaster and provide low interest loans for businesses and local residences. The United States Department of Agriculture (USDA) may declare an area eligible for the emergency feed program to provide farmers with additional assistance. The American Red Cross also provides a safety net for assisting individuals and families with emergency assistance programs, which include grants and additional financial assistance.

1.2 Mitigation

This annex also describes coordinated hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impacts of natural and man-made hazards within Polk County. Hazard mitigation refers to any action taken to eliminate or reduce long-term risk to life and/or property from natural and human-caused hazards. To be most effective, this

annex should be used in conjunction with the *Polk County Hazard Mitigation Plan* (University of Oregon, Community Service Center, and Oregon Partnership for Disaster Resilience, 2017).

2 Policies and Agreements

A number of policies and programs are available to support recovery operations, financial reimbursement, and other types of assistance following an emergency or disaster. The following agencies/entities have established disaster programs that can assist with local recovery efforts:

- US Small Business Administration: Physical disaster and economic injury disaster loans (United States Small Business Administration).
- US Army Corps of Engineers: Assistance with mitigation, response, and recovery, particularly dealing with flood hazards. Programs include:
 - After the Flood: immediate and short-term recovery resources (Army Corps of Engineers)
 - Rehabilitation Program: Repairing flood control structures that have been damaged or destroyed (Army Corps of Engineers)
 - District Flood Plain Management Services Program: Preventative work prior to predicted unusual flooding with general technical services, planning assistance, and public education materials (Army Corps of Engineers)
- Federal Highway Administration Emergency Relief Program: Assists with the cost of repairing roads and bridges on federal aid highways, and non-federal aid roads on federal lands, that have been damaged by natural hazards or catastrophic failure (Federal Highway Administration, 2021).

If a County Commissioner is unavailable to assume the duties of his or her office following an emergency or disaster, the line of succession for Polk County is as follows:

- Surviving County Commissioners (in order of seniority)
- County Administrator

3 Situation and Assumptions

3.1 Situation

As identified in the analysis of hazards that may affect Polk County, many natural and human-caused phenomena have the potential to cause extensive loss of life and/or property. If such losses occur, the economic and other resources of local government, businesses, and individual citizens may be overwhelmed, resulting in the need for state and federal assistance during the recovery process.

3.2 Assumptions

SA-1 is based on the following planning assumptions:

- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster and will have great bearing on the way recovery is conducted in Polk County.
- Damage assessments may need to be undertaken at different periods during a disaster event; an outside survey may be done initially to gain an overall general

impression of the impact of the event, while a more detailed damage assessment must be conducted to document the need for state and federal aid. Windshield damage assessment explanation:

<https://www.firefighternation.com/firerescue/the-windshield-survey/#gref>.

- State and federal assistance will depend on the adequate and timely documentation of the results of the disaster on the local community.
- Exposure to risks from hazards exists whether or not an incident actually occurs.
- The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to an incident's occurrence. The disaster recovery period is a time of opportunity in this respect, and effective post-incident mitigation actions can reduce the risk of repeat disasters.
- Hazard mitigation planning and implementation activities are an ongoing process and are an integral and complementary part of an effective and comprehensive emergency management program.
- Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group effort. This effort will require the cooperation of various levels of government and may be well served by the involvement of talented individuals with expertise in varying disciplines outside of government.
- The effective, long-term reduction of risks is a goal and responsibility shared by all residents of Polk County.

4 Roles and Responsibilities

Polk County's Natural Hazard Mitigation Plan Steering Committee consists of local government representatives. The Steering Committee provides a pool of local people with skills in the wide variety of disciplines that may be needed to achieve various planning and project objectives. The Hazard Mitigation Coordinator is the Polk County Community Development Director. The following table lists the HMP Steering Committee members for the 2017 plan update.

Table 16 – Steering Committee Members for the 2017 Multi-Jurisdictional Natural Hazard Mitigation Plan (University of Oregon, Community Service Center, and Oregon Partnership for Disaster Resilience, 2017)

| Name | Title | Entity |
|-------------------|---|----------------|
| Sidney Mulder | Associate Planner | Polk County |
| Dean Bender | Emergency Manager | Polk County |
| Autumn Hillebrand | Office Manager | Polk County |
| Todd Whitaker | Public Works Director | Polk County |
| Austin McGuigan | Community Development Director | Polk County |
| Jason Locke | Community Development/Operations Director | City of Dallas |
| Ron Foggin | City Manager | City of Dallas |
| Tom Simpson | Police Chief | City of Dallas |
| Fred Hertel | Fire Chief | City of Dallas |
| Fred Braun | City Engineer | City of Dallas |
| Terry Ungricht | Mayor and City Manager | Falls City |
| Domenica | City Clerk | Falls City |

| Name | Title | Entity |
|-------------------|--|-------------------------------|
| Protheroe | | |
| Don Poe | Lead Public Works Worker | Falls City |
| Members | City Council | Falls City |
| Shawn Irvine | Economic Development Director | City of Independence |
| Robert Mason | Police Chief | City of Independence |
| Michael Danko | Community Development Director | City of Independence |
| Jason Kistler | Information Systems Manager | City of Independence |
| Matthew Carpenter | Public Works Lead Worker | City of Independence |
| Mark Fancey | Community Development Director | City of Monmouth |
| Russ Cooper | Public Works Director | City of Monmouth |
| Scott McClure | City Manager | City of Monmouth |
| Allen Risen | Western Oregon University Public Safety | City of Monmouth |
| Michael Smith | Director Western Oregon University Facilities | City of Monmouth |
| Ben Stange | Fire Chief, Polk County Fire District #1 | City of Monmouth |
| Darrell Tallen | Chief of Police | City of Monmouth |
| Chuck Thurman | Power & Light Superintendent | City of Monmouth |
| Michael Howard | Oregon Partner for Disaster Resilience Assistant Program Manager | Community Service Center Team |
| Julie Foster | Grant's Administrator | Community Service Center Team |
| Megan Knox | Project Assistant | Community Service Center Team |
| Tarik Rawlings | Project Assistant | Community Service Center Team |

When an incident occurs, each County Department shall respond in accordance with his or her role in the County EMD as identified in the EOP (Emergency Operations Plan) and/or this annex. Municipalities with EOPs should work within the framework identified by their respective plans, and jurisdictions without their own EOPs should follow the guidance provided in this annex and coordinate with the County EMD in disaster recovery activities.

4.1 Task Assignments

4.1.1 Pre-Incident: Hazard Mitigation and Preparedness for Recovery Activities

Polk County Emergency Management Department

- Work with the American Red Cross and Community Development Director to identify and train people in disaster damage assessment.

Mitigation, and Economic Stabilization

- Conduct exercises for orientation and training of personnel in disaster recovery activities.

Polk County Hazard Mitigation Coordinator

- Coordinate all hazard mitigation activities for this jurisdiction.
- Select individual members of the Hazard Mitigation Team, assign tasks, and manage the various activities of the team to accomplish mitigation planning and implementation objectives.
- Ensure development, distribution, and retention of mitigation reports, records, and associated correspondence and monitor implementation of appropriate mitigation measures.
- Serve as point of contact and provide local assistance for federal- and state-level mitigation planning activities.
- Develop Standard Operating Procedures (SOPs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation of mitigation measures.
- Maintain this annex and ensure that all its components are updated and contain current data.

Hazard Mitigation Team Members

- Assist in the accomplishment of team objectives as assigned by the Hazard Mitigation Coordinator.
- Provide technical assistance and functional expertise in disciplines as assigned.

Public Works

- Identify and map critical facilities, bridges, and roads requiring priority repairs if damaged
- Identify and train personnel for disaster damage assessment
- Develop departmental SOPs for disaster response, including gathering and reporting information to the Emergency Operations Center (EOC) during the response and recovery.
- Participate in emergency management exercises.

Community Development Director

- Serve as the Polk County Hazard Mitigation Coordinator, managing and coordinating a variety of multi-disciplinary activities and reporting in that capacity to the Emergency Management Director.

Community Development: Building Inspection Division

- Ensure that the mitigation activities of building codes and land regulations are followed.
- Identify and train personnel for disaster damage assessment.
- Develop departmental SOPs for disaster response, including gathering and reporting information to the EOC during the response and recovery.
- Participate in emergency management exercises.

Environmental Health Division: Solid Waste Management

- Ensure that appropriate personnel are familiar with the Disaster Debris Removal Annex and that input is provided to the EMD on scheduled reviews for updates/revisions of the annex.
- Participate in emergency management exercises.

Mitigation, and Economic Stabilization

Central Services: Geographic Information Systems

- As requested, load hazard-related information provided by Public Works, EMD, and other departments into Polk County Maps.
- Provide hard copies of hazard maps for Hazard Mitigation and planning purposes.
- Support Public Works, Assessor's Office, and Community Development in identification and reporting of damaged areas.

American Red Cross

- Identify and train personnel in damage assessment techniques.
- Develop agency SOP for disaster response, including gathering and reporting information to the EOC during the response and recovery.
- Participate in emergency management exercises.

Incorporated Cities

- Each jurisdiction with an adopted EOP is responsible for developing disaster recovery procedures consistent with County, state, and federal requirements.

4.1.2 Transitioning from Incident to Recovery: Initial Recovery Steps*Polk County Board of Commissioners (BOC)*

- In consultation with the Emergency Management Director and County Legal Counsel, declare a local state of emergency as soon as it is determined that a situation requires emergency action to safeguard the public or that the County lacks adequate local resources to manage.

Polk County Emergency Management Department

- Direct the American Red Cross, Civil Air Patrol, and/or other agencies as appropriate in conducting a windshield survey of damage to develop initial situational awareness regarding incident consequences.
- Conduct an Initial Damage Assessment (IDA) (may be concurrent with a windshield survey) if it appears that state or federal assistance may be required, and data is needed to support a formal disaster declaration. Compile loss data and develop an IDA Report for the Oregon Emergency Management Department (EMD) and federal agencies.
- Document all disaster response costs in coordination with all County departments, other governmental agencies, and other jurisdictions.
- Transmit a request for state assistance to Oregon EMD once it is sufficiently clear that the emergency has exceeded the County's response capabilities. This request can be included within the County's declaration of emergency.
- Publicize damage reporting contact information as soon as feasible to expedite the collection of property damage data for the private sector.
- In collaboration with the responsible officials of the other involved jurisdictions, establish a Joint Information Center (JIC) if one is not already operational.

Public Works

- Activate inspection teams to survey and evaluate damage sustained by County roads and bridges, with highest priority given to critical routes, bridges, and facilities. Coordinate all activities with the County EOC, through the EOC's Public Works Coordinator.

Mitigation, and Economic Stabilization

Environmental Health Division: Solid Waste Management

- Implement procedures outlined in Disaster Debris Removal Annex, as appropriate.

Community Development: Building Inspection Division and County Assessor's Office

- Activate inspection teams to survey and evaluate the extent of damage suffered by County-owned buildings, with highest priority given to buildings that are critical to public safety and continuity of government. Coordinate all activities with the County EOC (providing a liaison person for the EOC staff, as necessary).
- Ensure that access by both employees and the public is restricted for buildings determined to be structurally unsafe or at risk.
- Estimate approximate costs of restoration.

Central Services

- Activate personnel to provide technical support, as required.

American Red Cross

- Activate damage assessment teams to perform a windshield survey, coordinating area assignments through the County EOC's American Red Cross liaison, and reporting results to the EOC.

Polk County Education Service District

- Determine extent of damage to school facilities in Polk County and report information to the County EOC.

Incorporated Cities

- Cities with emergency management programs are responsible for collection and distribution of disaster data, declaration of emergencies for their jurisdictions, and dissemination of disaster recovery assistance information to their citizens. All damage assessment reports and requests for response and recovery assistance are to be submitted to the County EOC. The County Emergency Management Director is responsible for endorsing such requests and submitting them to Oregon EMD.
- Other cities should work with the County EMD Program in disaster recovery activities, as outlined in the EOP and this annex. City staff, where available, will be requested to gather damage assessment data and provide regular reports to the County EOC staff.

Special Districts

- Any special districts involved in emergency disaster response, such as fire districts, should immediately begin to record costs for possible future reimbursement under disaster aid programs that may become available.

4.1.3 Long-Term Recovery*Polk County Emergency Management Department*

- Conduct a joint Post-Damage Assessment (PDA) with local, State, and federal damage assessors to substantiate the need for a Presidential Declaration, identifying the location and extent of damage, the impact of the disaster on communities, the capability of state and local government to deal with the disaster, and the type(s) of federal assistance needed, if any.

Mitigation, and Economic Stabilization

- Coordinate via the Joint Information Center (JIC) with other involved units of government to ensure that the public is kept informed of recovery operations in progress and available assistance programs through the news media.
- Implement an applicants' notification process for potential recipients of Infrastructure/Public Assistance as soon as supporting information becomes available through Oregon EMD or FEMA.
- Obtain a current listing from the Special Districts Association of all "special service" districts (fire, water, sewer, etc.) operating in Polk County.
- Provide written notification to all units of local government, including special service districts, of the date, time, location for briefing of applicants on available disaster assistance, the eligibility requirements.
- Continue to coordinate the financial assistance process between recipients and Oregon EMD/FEMA as needed throughout the recovery period.
- Determine the need to request the opening of Disaster Recovery Centers in strategic locations within or near the affected area(s).
- Assess the need to provide long-term emergency housing to disaster survivors.
- Conduct an after action review of the recovery process and develop an improvement plan, if appropriate (including revising this annex as needed).

Public Works

- Participate in the PDA process, if needed, and assist in the preparation of Damage Survey Reports, which are required to obtain federal funding for both emergency repairs and permanent work. Damage assessment teams will consist primarily of local government employees. However, when necessary, private-sector personnel from the fields of engineering, building trades, property assessment, and other related areas may be used to supplement existing team members.

Community Development: Building Inspection Division/County Assessor's Office

- Follow up on previously identified unsafe structures and consider condemnation and other measures.
- Participate in the PDA process, if needed, and assist in the preparation of Damage Survey Reports, which are required to obtain federal funding for both emergency repairs and permanent work.
- Monitor restoration activities.
- Review building codes and land use regulations for possible improvements.

Community Development: Housing Authority Division

- Coordinate with the County EMD and the American Red Cross, as appropriate, in identifying long-term emergency housing for disaster survivors.

Central Services: Geographic Information Systems

- Continue to provide necessary mapping and technical support.

American Red Cross

- Continue to coordinate emergency food and shelter relief efforts for disaster survivors, working with Polk County, affected local municipalities, and Oregon EMD/FEMA in the delivery of long-term emergency services, as appropriate.

Mitigation, and Economic Stabilization

Polk County Education Service Districts

- Work with the various school districts in developing restoration cost estimates and determining the availability of financial assistance and the process for application through the County EMD.

Incorporated cities

- Cities with emergency management programs are responsible for disseminating disaster recovery assistance information to their citizens. Other cities should work with the Polk County EMD in distributing disaster recovery assistance information, as outlined in this annex.

Special Districts

- Any special districts involved in emergency disaster response, such as fire districts, and any district suffering disaster-related damage, should attend scheduled briefings (contact the County EMD if notification of briefings is not provided within a reasonable time frame) to determine eligibility for disaster aid programs that may become available.

5 Concept of Operations

5.1 General

Disaster recovery and hazard mitigation are complementary activities that may take place independently or may happen concurrently and in a coordinated manner. Recovery is a largely reactive set of activities that take place following a specific incident, while hazard mitigation represents proactive measures that are not incident-specific but may temporarily become increasingly salient following a disaster.

While recovery and mitigation are first and foremost local concerns, the federal government is an important source of technical and financial assistance for these activities. When an incident occurs, a federal declaration is needed for several types of support to be made available. There are two main types of federal declarations:

- A major disaster declaration uses federal assistance authorized under the Stafford Act, such as Individual Assistance (which offers a range of human services, including grants, loans, housing assistance, food distribution, and unemployment compensation) and Public Assistance (which helps with the repair, replacement, or restoration facilities owned by local governments and some private nonprofit organizations).
- An emergency declaration is more limited in scope than a major disaster declaration, with assistance provided on a short-term basis and focused on expediting specific needs such as providing technical assistance or distributing food and medical supplies.

5.2 Recovery

The recovery process for a disaster should begin early in the response phase through the declaration of a local emergency, followed by a fast and accurate assessment of conditions and a formal request for state assistance. In addition, a complete record of expenditures for local response personnel, equipment, and supplies should be maintained in the event that a federal disaster is declared and

Mitigation, and Economic Stabilization

funds are made available to reimburse the documented response costs of public/nonprofit agencies, as well as providing funds for disaster damage to the infrastructure of the state and local government.

The Emergency Management Director will coordinate disaster recovery assistance that may be made available to meet the needs of the disaster survivors at the local level and begin restoring the community to its pre-disaster state (or better). Depending on the disaster's impacts and on the adequate and timely documentation of losses, FEMA may provide two types of assistance, Public Assistance and Individual Assistance, when a Presidential Declaration is made (Federal Emergency Management Agency, 2021). If financial assistance is offered following the declaration, FEMA and Oregon EMD will open one or more Disaster Field Offices in or near the affected communities to coordinate with local emergency management in publicizing the availability of financial assistance and determining eligibility for public and nonprofit agencies. Disaster Recovery Centers may also be opened, if requested by local and state authorities, to coordinate the process for providing financial assistance to individuals and small businesses, if that type of assistance is offered under the federal declaration.

In situations where damage is limited to a discrete area or activity (e.g., if a tornado damages crops and a major agricultural processing facility), there may be special assistance programs available that do not require a Presidential disaster declaration. Small-scale or "specialized" disasters will be handled on a case-by-case basis to ensure that an appropriate response is made.

5.3 Mitigation

The achievement of hazard mitigation objectives is a high priority, and all departments will seek out and implement risk reduction measures. The hazard mitigation process is long-term in nature and is thus an ongoing element of the emergency management program that directly influences preparedness, response, and recovery requirements. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Additionally, they should be linked to:

- Established risk data concerning the actual or potential impacts of the hazard(s) being mitigated. Risk factors include the number of previous hazard event occurrences, the estimated probability of future incidents, the potential for loss of life, property, and/or economic function
- Local response capabilities.
- The financial, time, and human restoration and recovery costs that could arise.

Mitigation addresses known hazards while also representing a continual search for emerging sources of risk. Thus, it can take place in both the pre-incident and post-incident contexts. The pre-incident time frame provides a deliberative atmosphere for the development and implementation of long-term, multi-hazard mitigation measures. In contrast, mitigation activities that take place after an incident has already adversely affected the jurisdiction are reactive in nature and are too late to prevent or reduce the impacts already suffered; however, heightened risk awareness and a desire for speedy recovery after an incident can lend salience and public support to such activities during this time frame.

Mitigation, and Economic Stabilization

The Polk County Hazard Mitigation Team, led by the Hazard Mitigation Coordinator, is responsible for leading and coordinating mitigation activities in Polk County. To achieve mitigation objectives, the Hazard Mitigation Coordinator will be assisted by a Hazard Mitigation Team comprising members of the community such as local businesses, agencies, nongovernmental organizations, and individual citizens. The Hazard Mitigation Team is not intended to be a standing organization with set membership and duties but rather one of flexible composition whose makeup and duties are dependent on the mitigation activity under consideration. This approach allows the Hazard Mitigation Coordinator to tailor the group to meet the situation while ensuring the involvement of appropriate individuals from the community.

In the event of a Presidential Declaration, the Hazard Mitigation Team will coordinate with the Interagency Hazard Mitigation Team established by FEMA. Such a multi-disciplinary, consensus approach facilitates identification of mitigation opportunities and implementation of mitigation measures in both pre-incident and post-incident settings. This process, in turn, facilitates the development of a joint federal, State, and local government partnership dedicated to the achievement of effective risk reduction objectives.

5.4 Sequence of Events

When an incident occurs, the Emergency Management Director and Hazard Mitigation Coordinator are responsible for ensuring that appropriate data on disaster impacts are captured for use in recovery program implementation and in future hazard mitigation activities. This includes estimates of the time and costs associated with repairing damage, restoring services, and returning economic stability after an incident. Documentation of such data should begin as soon as possible during the response phase, as the federal government may later provide reimbursement of documented costs associated with disaster response. Each County department will document its own costs, with technical assistance from the EOC's Finance Section Chief.

The recovery and mitigation phases of a large-scale incident in which the Polk County EOC is activated would generally involve several steps that occur or begin during the response phase. All the actions listed below may or may not be necessary during the recovery phase. The selection and timing of these activities may be influenced by the nature and consequences of the incident; some of the actions may occur quickly during the response phase, while others may not be necessary due to a narrow incident scope. Typical recovery actions include the following:

- A windshield survey that provides a summary overview of the situation, with a focus on damage to residential structures. This survey results in an initial estimate of the extent and boundaries of the damaged area, as well as estimates of displaced population and shelter needs. The American Red Cross leads this process with support via the EMD (e.g., Civil Air Patrol overflight coordination).
- An Initial Damage Assessment (IDA) intended to provide an expedited but accurate initial estimate of damages, potential costs, and other impacts in support of a formal disaster declaration by the Governor and the President. The EOC Situation Status staff (Planning Section) is responsible for compiling the necessary information regarding the loss of life, injuries, and general property damage and must forward it in the required format (IDA) to Oregon EMD and

Mitigation, and Economic Stabilization

federal agencies responsible for providing disaster recovery assistance. Damage assessment information will be gathered from local units of government, including such special districts as fire, water, and utilities, as well as the incorporated cities. (See Appendix E for more information)

- A local declaration of emergency, which the BOC should make as soon as it is determined that a situation requires emergency action to safeguard the public or that the County does not have adequate local resources to manage.
- A request for state assistance, which the EMD should transmit to Oregon EMD once it is sufficiently clear that the emergency has exceeded the County's response capabilities. (This request can be included within the County's declaration of emergency.) The request should include:
 - Type of emergency/disaster
 - Area(s) affected
 - Fatalities
 - Injuries
 - Population still at risk
 - Current conditions, including continuing threat
 - Initial estimate of damage (IDA report attached, if available)
 - Actions taken and resources committed
 - Information regarding the type(s) of assistance/resources needed
- Initiation of damage information collection outreach to the public. The EMD will encourage individuals and businesses to report damage to the EOC's Logistics Section by calling the EOC or visiting www.co.polk.or.us. The need for the County to publicize the damage reporting number and website information for the public may be superseded by an immediate Presidential Disaster Declaration that provides individual assistance; in this case, FEMA may then establish toll-free numbers for the public to use when applying for Federal assistance.
- Establishment of a JIC to coordinate the provision of information to the public. (See ESF-15: Public Information).
- A PDA intended to build on the IDA by substantiating the need for a Presidential Declaration. This joint local-state-federal process collects more detailed information on the location and extent of damage, the impact of the disaster on communities, the capability of state and local government to deal with the disaster, and the type and magnitude of unmet needs for which federal assistance is requested. Separate teams may perform PDAs for Public Assistance and Individual Assistance. (See Appendix E for more information)
- Supporting Public Assistance applicants such as local government agencies and certain private nonprofit organizations by providing applicant briefing information, process coordination, and technical assistance.
- Supporting Individual Assistance applicants by identifying housing needs and facilitating the establishment of Disaster Resource Centers.
- Conducting a comprehensive after-action review, developing an improvement plan, and updating County plans, procedures, mutual aid agreements, and other provisions as necessary to reflect lessons learned.

Recovery from a disaster also includes governmental efforts to resume normal operations. When needs have largely been met, the crisis subsides, and the Polk County government can begin to function in its normal, day-to-day mode, the resource management function will focus on the following areas:

Mitigation, and Economic Stabilization

- **Disposal of Excess Stocks** – Loaned equipment will have to be returned to its owners. Surplus property can be dealt with through normal procedures, except where hazardous materials are involved. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them. A Donations Coordination Team may be assigned to manage donated goods.
- **Stand-Down** – Facilities and staff should be deactivated as soon as feasible, with all reports and documentation filed.
- **Financial Settlement** – In addition to meeting the cost share requirements associated with some federal assistance, Polk County may need to reimburse or compensate owners of private property.
- **Appreciation Acknowledgement** – The EMD should acknowledge suppliers and donors. New suppliers should be contacted regarding the potential for developing a memorandum of agreement with the County for emergency response.

5.5 Direction and Control

When the County EOC has been activated following a local disaster or emergency, the County Emergency Management Director, or designee, determines which County officers and officials are available to support recovery operations and, according to the adopted line of succession, will replace those officials unavailable or unable to serve. All elected officials must check in with the County EOC as soon as possible so a clear chain of command can be established. At all times, during incidents and otherwise, overall coordination of pre-disaster, during and post-disaster recovery and hazard mitigation processes will be exercised from the EOC when activated and by the EMD when the EOC is not activated.

The Emergency Management Director is responsible for ensuring that appropriate disaster recovery activities are accomplished as a part of the County's EMD Program. The Hazard Mitigation Coordinator will manage the activities of the Hazard Mitigation Team and coordinate all hazard mitigation related activities of this jurisdiction.

The EMD will be an integral part of any Disaster Field Offices and/or Disaster Recovery Centers that may be opened by Oregon EMD/FEMA. In all cases, the Emergency Management Director will ensure that appropriate disaster recovery activities are accomplished as a part of the County's EMD Program, and all County Departments and agencies shall coordinate their recovery activities with the Emergency Management Director.

6 Supporting Plans and Procedures

The Hazard Mitigation Plan (HMP) Coordinating Body meets semi-annually to review, educate and train, identify new or increased concerns, and prioritize mitigation actions (University of Oregon, Community Service Center, and Oregon Partnership for Disaster Resilience, 2017). The Hazard Analysis outlined in Section 2 of the HMP Basic Plan contains a risk factor analysis which determined mitigation actions. The semi-annual HMP Coordinating Body reports are records of mitigation planning and implementation activities. It also provides a means to increase intergovernmental participation in the mitigation process through exchange of ideas, technical assistance, and guidance.

Mitigation, and Economic Stabilization

Completed HMP Coordinating Body reports will be presented to the Polk County BOC for review and action as appropriate. Reports, historical records, and associated correspondence will be maintained and used as a management tool for the continued development of Polk County's mitigation strategy and completed reports along with letters of transmittal will be provided to *Oregon Office of Emergency Management (Salem)*, *ATTN: Hazard Mitigation Officer*.

- Oregon State Disaster Recovery Assistance (Oregon Office of Emergency Management)
- Polk County Multi-Hazard Mitigation Plan (University of Oregon, Community Service Center, and Oregon Partnership for Disaster Resilience, 2017)
- State of Oregon Natural Hazards Mitigation Plan (Oregon Department of Land Conservation and Development, 2015)
- Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA) – available in ESF 5 and on the Oregon EMD website at http://www.oregon.gov/omd/oem/pages/fin_rec/IDA.aspx.

7 SA-1 Annex Development and Maintenance

The Polk County Emergency Management Department will be responsible for coordinating with area fire districts/departments to ensure regular review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

8 Appendices

- **Appendix A:** SA-1 Individual Assistance Programs
- **Appendix B:** SA-1 Federal Assistance without a Presidential Declaration
- **Appendix C:** SA-1 Disaster Recovery Center Requirements Checklist
- **Appendix D:** Potential Alternatives for Disaster Housing in Polk County
- **Appendix E:** References

Appendix A: Individual Assistance Programs

The following resources provide additional information regarding SA-1: Community Recovery, Mitigation, and Economic Stabilization issues at the local, state, and federal level:

Table 17 – Individual Assistance Programs

| Program Type | Funding From | Administered By | Description |
|--|---|--|--|
| Humanitarian Service Groups (e.g., American Red Cross) | Agency/ Group | Agency/ Group temporary or permanent | These services can be requested by individuals or by local or state officials. Services provided include immediate emergency aid such as clothing, food, medical assistance, shelter, cleanup help, transportation, furniture, and medical supplies |
| Emergency Food Stamp Program | US Dept of Agriculture | US Dept of Social & Human Services | This program provides food coupons to qualified disaster survivors. Requires a request to the USDA by the DSHS, based on request to DSHS by State Emergency Management in coordination with local Emergency Management. |
| Insurance Assistance | Private Insurance & National Flood Insurance Protection | American Insurance Association & Federal Emergency Management Agency | The Insurance Assistance program provides counseling regarding insurance problems or questions. |
| Consumer Protection | Protection Agency | State Attorney General's Office | The Consumer Protection program provides counseling regarding consumer problems, such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. It may involve coordination with the Insurance Commissioner and/or legal counsel. |
| Crisis Counseling | N/A | Behavioral Health Department | Crisis counseling is available only after a special request by the Governor and approved by FEMA. Provides referral services and short-term counseling for behavioral health problems caused or aggravated by a disaster. |
| Individual & Family Grant Program | 75% Federal, 25% State | Oregon Emergency Management Department | This program helps individuals and families to permit them to meet disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement for an insurance program. |
| Temporary Housing Program | 100% Federal | Federal Emergency Management Agency | This program provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable due to a disaster. |

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| Program Type | Funding From | Administered By | Description |
|---|-------------------------------------|--|---|
| Disaster Loans | Small Business Administration | Small Business Administration | Physical Disaster Loans - Low-interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters. |
| Small Business Disaster Loans | Small Business Administration | Small Business Administration | Business Loans (Physical Disaster Loans) - Low-interest loans to businesses for repair, replacement, or rehabilitation of disaster-damaged property. Economic Injury Disaster Loans - For businesses suffering economic loss as a result of a single sudden physical event of catastrophic nature. The Small Business Administration's maximum loan is \$500,000. Funds can be used for indebtedness and operating expenses. |
| Emergency Loans | US Dept of Agriculture | US Dept of Agriculture | This program provides low-interest loans to farmers, ranchers, and agricultural operators (either tenant-operator or owner-operator) for physical and production losses. Loans may also be used to repair or replace farm property and supplies or for repayment of farm operating debts incurred during the disaster year. Loans may also be available if approved by the USDA, following a governor's request. |
| Disaster Unemployment Assistance | Federal Emergency Management Agency | Dept of Labor through the State Employment Security Department | Provides weekly benefit payments to those out of work due to a disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs. |
| Tax Assistance | Internal Revenue Service | Internal Revenue Service & Tax Information for Indian Tribal Governments | Tax assistance is available in the form of counseling and income tax rebates to disaster survivors who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses, or farming/ranching operations. Benefits may also result from filing amended state income tax returns. |
| Social Security Benefits | Social Security Administration | Social Security Administration | This program assists annuitants with address changes and expedited check delivery, as well as assistance in applying for disability, death, survivor benefits, and Social Security Insurance payments. |

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| Program Type | Funding From | Administered By | Description |
|---------------------------|------------------|-------------------------------------|--|
| Veteran's Benefits | Veterans Affairs | Veterans Affairs | This program assists with applying for VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages. VA representatives will also record address changes, if necessary. |
| Legal Services | N/A | Federal Emergency Management Agency | This program provides free legal counseling to low-income persons for disaster-related problems. This may include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems. |

Appendix B: Federal Assistance without a Presidential Declaration

In many instances, emergency response and other types of disaster assistance may be obtained from the federal government without a Presidential Declaration of a major disaster or an emergency. Federal establishments, particularly military installations located in or near the disaster area, may provide immediate lifesaving assistance, and other federal agencies may be able to aid under their own statutory authorities. The following assistance may be obtained from federal agencies by request through the Oregon Emergency Management Department (EMD):

Search and Rescue

The US Coast Guard or National Guard units may assist search and rescue operations, evacuate disaster survivors, and transport supplies and equipment. The US Army Corps of Engineers (USACE) can respond to emergencies in all states and territories to assist with disaster response and recovery (Army Corps of Engineers). Under Public Law 84-99, USACE can directly respond to state and local flooding or coastal disasters (Army Corps of Engineers). The Corps can support with flood response to protect, repair, and restore certain flood-control works that are threatened, damaged, or destroyed by a flood, and search and rescue operations. They also have authority to assist states for a 10-day period, subject to specific criteria (Army Corps of Engineers).

Fire Suppression Assistance

The Stafford Act authorizes the President to provide assistance, including grants, equipment, supplies, and personnel, to a state for the suppression of a forest or grassland fire on public or private lands that threatens to become a major disaster (Federal Emergency Management Agency, 2019). The governor of a state, or authorized representative must request assistance through the Federal Emergency Management Agency (FEMA) Regional Director assistance should support the request with detailed information regarding the nature of the threat and the federal assistance needed.

Health and Welfare

The US Department of Health and Human Services (HHS) may help the state and local welfare agencies without a Presidential Declaration under section 319 of the Public Health Services (PHS) Act (Department of Health and Human Services, 2019). The PHS Act can aid states and local communities in emergency health and sanitation measures. The Food and Drug Administration may use Medical Countermeasures (MCMs) to support state and local partners public health preparedness and response efforts (Food and Drug Administration).

Department of Defense Pre-declaration Emergency Assistance

The Stafford Act authorizes the President to use personnel and equipment of the Department of Defense to remove debris or provide temporary restoration of essential public facilities and services in the aftermath of an incident that may ultimately qualify as a major disaster or emergency (Federal Emergency Management Agency, 2019). The governor of a state, or authorized representative, must request such assistance through the FEMA Regional Director and should

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support the request with a finding that such work is essential for the preservation of life and property. When authorized, the work may only be carried out for a period not to exceed 10 days.

Emergency Loans for Agriculture

The Farmers Home Administration may make emergency loans to farmers, ranches, and agriculturists in areas designated as eligible by the Secretary of Agriculture or the Administrator of Farmers Home Administration.

Disaster Loans for Homeowners and Business

The Small Business Administration can provide both direct and bank-participation disaster loans to qualified homeowners and businesses to repair or replace damaged or destroyed private property (Small Business Administration). Economic injury loans can help small firms suffering economic losses as the result of a disaster.

Federal Aid Highway Program

The Federal Highway Administration of the Department of Transportation can help restore roads and bridges on the Federal Aid System (Federal Highway Administration).

Emergency Conservation Program

The USDA State Director may designate areas eligible for the Emergency Conservation Program of the Agricultural Stabilization and Conservation Service. Their program provides for cost-sharing grants to rehabilitate farmlands damaged by natural hazards (Farm Service Agency).

Tax Refunds

The Internal Revenue Service can assist individuals in applying for casualty losses resulting from natural hazards (Internal Revenue Service, 2021).

Appendix C: Disaster Recovery Center Requirement Checklist

General Information

Disaster Recovery Centers (DRCs) are sited only in jurisdictions where the need exists, and local officials request them. DRCs may be open for only a few days or a few weeks. Site selection for DRCs is a joint local, state, and federal responsibility. This process is facilitated when local officials have prepared ahead of time by identifying types of buildings that could potentially serve as DRCs. There is no state or federal reimbursement for any costs associated with use of the building selected (e.g., rent, utilities, etc.). The following table needs to be considered in identifying possible facilities to serve as a DRC.

Table 18 - Disaster Recovery Checklist

| REQUIRED CHECKLIST TASKS |
|---|
| <input type="checkbox"/> The building must be large enough for the needs of the situation (number of agencies and clients anticipated in the Disaster Recovery Center). This may vary from as few as 1,500 square feet to more than 4,500 square feet. Consequently, it is advisable to identify a variety of buildings of different sizes in different locations within your jurisdiction. |
| <input type="checkbox"/> Sufficient tables and chairs for the needs of the situation should be readily available (in the facility, or easily moved to the facility). Each agency working at the facility will need at least one table and five chairs. |
| <input type="checkbox"/> The building must have heat, electricity, good lighting, potable water, rest rooms, and adequate parking. |
| <input type="checkbox"/> Appropriate emergency medical support must be readily available to the building. |
| <input type="checkbox"/> Appropriate fire protection must be readily available. |
| <input type="checkbox"/> Access to and through the building must be barrier-free for disabled persons. (A Disaster Recovery Center must meet Americans with Disabilities Act requirements and have a certification to that effect from the local building official on file prior to the disaster). |
| <input type="checkbox"/> The building owner must be willing to allow FEMA to install telephone lines. |
| PREFERRED CHECKLIST TASKS |
| <input type="checkbox"/> The public should generally be familiar with the building. |
| <input type="checkbox"/> The building should be proximate to most of the affected population. Travel time should be reasonable for most of the people affected by the disaster. |
| <input type="checkbox"/> Custodial support should be available at the facility. |
| <input type="checkbox"/> An indoor waiting area near the entrance to the building is helpful. |
| <input type="checkbox"/> Bilingual support should be available, if appropriate. |
| <input type="checkbox"/> Childcare is a useful addition if it can be provided at the facility. |
| <input type="checkbox"/> Local officials should be prepared to help provide supplies such as trash cans, writing pads, pencils, local telephone directories, maps of the disaster area(s), string, masking tape, etc. |

Appendix D: Potential Alternatives for Disaster Housing in Polk County

The American Red Cross has shelter agreements with schools and churches to meet the emergency food and shelter needs of the general public immediately following a major emergency or disaster. The following facilities could be considered for use in the event of a disaster so damaging that shelters would be required beyond American Red Cross capabilities:

- Polk County Fairgrounds
- Dallas National Guard Armory (requested through Oregon EMD/National Guard)
- Granges in Polk County
- Fraternal organizations: American Legion, Veterans of Foreign Wars, Elks lodges, Masonic Temples, Moose lodges
- Private camps: 4H Camp, Camp Kilowan, Camp Tapawingo
- Tent cities (available through Oregon EMD/FEMA)
- Polk County Housing Authority houses/units (lists available units that are awaiting occupancy, for rent, or for sale)

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